

Cover Supervisor

Job Description

This rewarding and important post involves work throughout departments of the school supporting teaching staff to enhance student learning. It is to supervise and assist the learning of classes and small groups of students under the overall direction of a qualified teacher. Where necessary it is to support groups of children on a one to one basis or covering the class in the absence of the teacher. You will be immediately responsible to a Senior Manager.

Duties and responsibilities will include:

- Supervising students while they complete set work either in groups or classes
- Maintaining good order/discipline within the classroom
- Helping students to concentrate on and to finish work set and collect students' work as required
- Motivating and encouraging students and assisting in weak areas e.g. language, reading, spelling, handwriting/presentation, numeracy and behaviour
- Implementing behaviour management policies
- Liaising and working in partnership with the class teacher (and other professionals as appropriate) to plan work for students
- Liaising, advising and consulting with other members of the support team where necessary on all aspects of the role. This may require attendance at school meetings
- Undertaking examination supervision on occasions
- Working within departments on days or at times when lesson cover is not required
- Participating in the school's appraisal system for non-teaching staff
- Undertaking other reasonable duties in connection with the post as may be required by the Headteacher or Senior Manager.

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Person Specification

The successful candidate should have:

- Empathy towards pupils
- A minimum qualification of GCSE grade C or above, or equivalent, in English and Maths. Four GCSE'S grade C or above, or equivalent and/or higher qualifications, will be a distinct advantage
- Good communication skills and the ability to clarify and explain instructions clearly
- A firm, sensitive and effective approach towards pupil discipline
- Good organisational abilities
- The ability to work with teachers in the delivery of teaching activities
- Flexibility in relation to tasks undertaken and groups/children allocated
- The ability to motivate and encourage children appropriately
- The ability to work independently and with initiative
- Professional discretion and the ability to respect confidentiality

We are an Investor in People and look forward to receiving your application if you meet the above criteria.