**Post Title:** Cover Supervisor

**Responsible to:** Lead Cover Supervisor

**Responsible for: -**

**Terms:** Grade 3 – flexible hours, between the hours of Mon – Fri 8.30 – 3.30pm

# Main Purpose:

We require a Cover Supervisor to work on a casual basis to complement the existing team. This will often mean being called at short notice so flexibility is essential for the post.

To provide cover for teaching staff to enable teachers to carry out their professional duties, training and development and to provide covers for short term absences.

**General Responsibilities**

All school staff are expected to:

* Work towards and support the school’s strategic vision and the objectives.
* Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
* Support and contribute to the school’s responsibility for safeguarding students.
* Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

#### Specific Responsibility

To work in the lesson/activity under the direction of the relevant Head of Department, to cover for absent teaching staff which will involve:

* Taking an electronic register at the beginning of each class
* Advising the pupils of the work set. This should be provided either by the Head of Department, or left in the Staffroom by the absent teacher.
* Managing the behaviour of the pupils to ensure a constructive learning environment.
* Dealing with any immediate problems or emergencies according to the School’s policies and procedures
* Collecting the work at the end of the lesson.
* Reporting back to the Subject Leader.

Provide support and assistance in exam supervision.

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This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

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| **Specification** | **Essential** |
| **Qualifications** | * Educated to a high standard. * Evidence of further professional development and training is desirable |
| **Skills, Knowledge and Experience** | * The ability to manage pupil behaviour and supervise the completion of work set for the cover lesson. * Self-confidence in decision making, and ability to be assertive when required. * Ability to work under the direction of a number of different people. * Ability to communicate with all levels of people. * Good communication skills. * To gain the respect of students through a manner of confidence and authority. * To organise own workload in the context of varied tasks. |
| **Personal Qualities** | * A commitment to safeguarding and promoting the welfare of children and young people * High levels of personal and professional integrity * High levels of discretion, confidentiality and awareness of data protection * Experience of working in a support capacity in a school or experience of working with young people in a learning environment. * Ability to undertake varied duties. * Knowledge of school structures and procedures. |