JOB DESCRIPTION

Post: Cover Supervisor

Salary: £11,978 – £13,041 (Grade 7)
30 hours per week – term time only (8.35 a.m. – 3.15 p.m.) plus training days

Responsible to: Staff Cover Team

Job Purpose

This is a position created to give staff more time for training, planning and monitoring. As part of the support staff team Cover Supervisors will work under the guidance of the Staff Cover team to provide classroom supervision when a teacher is absent and play an important role in the school cover system.

Responsibilities

1. To provide cover supervision for classes in the absence of the teacher which will involve:
   • Communicating the work set by the class teacher/Head of Faculty/dept to the students.
   • Following the instructions set by the class teacher/Head of Faculty/dept.
   • Motivating students to complete the tasks set.
   • Classroom management and organisation.
2. To invigilate examinations.
3. To accompany staff on educational visits.
4. To assist with administration.
5. To observe Health and Safety regulations.
6. To uphold school rules and ethos at all times and to promote positive student behaviour and conduct in line with the school's Discipline for Learning policy.
7. To carry out other duties as required.

Job Specification

- Good standard of education.
- Experience of working with young people in the 14-16 age group.
- Understanding of the needs of GCSE students.
- Enthusiastic about the education of young people.
- Ability to support individual student's learning.
- Ability to prioritise, plan and organise.
- Ability to liaise with others.
- Ability to set high standards and provide a role model for students.
- Ability to be open to ideas.
- Ability to support others where necessary.
- Ability to deal sensitively with people and be able to resolve conflicts.
- Ability to anticipate and solve problems.
- Ability to demonstrate good judgement.
- Ability to communicate effectively.
- Ability to negotiate and consult effectively.
- Enjoy working with young people.
- Have an excellent attendance record at work.
- Be flexible and willing to take on new challenges.
- Be well organised with good administrative skills.
- Have energy, vigour and perseverance, self-confidence, enthusiasm, reliability, integrity and a good sense of humour.