**Job Title:** Cover Supervisor

**Grade:** C1

**Reporting to:** Assistant Principal

**Job Purpose:**

The successful candidate will:

* Provide classroom cover for teaching staff who are absent (covering short term absences).
* Maintain an orderly and purposeful environment in which students can complete work set by the classroom teacher/department.
* Implement the academy’s behaviour system and all relevant school policies.
* Report back to the team leader on a daily basis.
* Invigilate internal and external examinations when required.
* Accompany visits and field trips as required.
* Fulfil any other reasonable task requested by the Principal.
* Lead extra-curricular activities.
* To work with the teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate
* To monitor and evaluate pupil responses to learning activities
* To provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and any other matters.
* To undertake marking of pupils work that has predetermined answers and involves no element of professional judgement or assessment.
* Accurately record all achievement and progress.
* Promote positive values, attitudes and good behaviour, dealing promptly with conflict in line with established policy
* Liaise sensitively and effectively with parents/carers as agreed with the teacher.

Administer and assess routine tests and invigilate exams/tests where required.

* Support the use of ICT in learning activities and develop pupils@ competence and independence in its use.
* To provide general clerical administrative support – administer course work to produce worksheets for agreed activities

**PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** | **How identified** |
| Qualifications | * GCSE Grade C or equivalent in English and Mathematics | * High academic (vocational) qualifications | * Application * References * Interview |
| Knowledge and Understanding | * Computer literate and word processing skills * Ability to work on own and part of a team |  | * Application * Interview task * Interview |
| Experience | * Experience of working with young people * A passion for education and making a difference |  | * Application * Interview |
| Continuous Professional Development | * Evidence of commitment to personal CPD |  | * Application |
| Personal Qualities | * Excellent communicator * Effective team member * Friendly, calm, and unruffled disposition * Ability to adapt to different abilities, key stages, subjects and situations * Drive and determination * Ambition * Energy, enthusiasm, sense of humour * Flexible approach to working * Excellent interpersonal skills |  | * Application * References * Interview |