

GLF Schools - The Beacon School  
Cover Supervisor - Job Description

Job Title	Cover Supervisor
Location	The Beacon School
Core purpose	
<ul style="list-style-type: none"> <li>To provide effective cover supervision for lessons on a regular basis, providing stability and continuity for students whose lessons are affected by short-term teacher absence</li> <li>To provide efficient and effective administrative support to Departments</li> <li>To provide 1:1 support for students, including mentoring where required, and lead small group work for students</li> </ul>	
Key Accountabilities	
Cover Supervision	
<ul style="list-style-type: none"> <li>To provide cover supervision for lessons on a regular basis, with both short-notice and planned cover requests</li> <li>Liaise with teaching staff regarding cover work for their classes and provide feedback to teachers</li> <li>To create a calm and purposeful environment</li> <li>Promote high standards of student behaviour and attitudes to work during lessons and around the school, liaising with Heads of House where appropriate</li> <li>Deliver cover lessons which enrich and engage all students in the class</li> <li>Provide relevant feedback and assessment to students during cover lessons both orally and in writing</li> <li>Plan and prepare cover lessons in conjunction with faculties where required, including setting clear targets, and identifying clear teaching objectives and how those objectives will be taught and assessed</li> <li>Differentiating for more able, less able, SEND and Pupil Premium students</li> <li>Using School Information Systems to record information including e.g. attendance/ homework/behaviour awards/detentions</li> </ul>	
Department Administration	
<ul style="list-style-type: none"> <li>To provide administrative support as part of the administrative team, including: placing orders/requisitions using the PS Financials system; filing; copying; stock-monitoring; receiving and GRN (Goods Received Noting) orders for departments</li> <li>Supporting departments by liaising with teaching colleagues to plan and implement displays within classrooms and Faculty Areas, including examples of student work</li> </ul>	
Extra-Curricular	
<ul style="list-style-type: none"> <li>Support the school with extra-curricular programmes/activities within scheduled working hours</li> <li>Accompany school visits/trips as required</li> </ul>	

<b>Examinations</b>
<ul style="list-style-type: none"> <li>Support the internal and external examinations by providing invigilation support, 1:1 reading/scribing support as required to support the team of external dedicated invigilators</li> </ul>
<b>Student Support</b>
<ul style="list-style-type: none"> <li>Providing 1:1 support for students in lessons under the direction/in conjunction with the class teacher</li> <li>Planning resources/differentiated resources to support the progress of individual students</li> <li>Giving feedback to individual students/class teachers when working with students</li> <li>Planning work for agreed groups of students within lessons, including differentiating resources and feedback to students</li> </ul>
<b>Personal Development/Continued Professional Development</b>
<ul style="list-style-type: none"> <li>Fully participate in the school's appraisal process</li> <li>Taking responsibility for own continued professional development – ensuring at least two PDP/Professional development activities a year</li> <li>Evaluate own performance regularly</li> </ul>
<b>School Ethos</b>
<ul style="list-style-type: none"> <li>Duties are subject to change by negotiation and agreement with the school</li> <li>Any other duties commensurate with the role as directed by the school</li> <li>Attending and participating in meetings scheduled in the school calendar punctually</li> </ul>
<b>Strengthening community</b>
<ul style="list-style-type: none"> <li>Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example</li> <li>To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment</li> </ul>
<b>Safeguarding</b>
<ul style="list-style-type: none"> <li>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</li> </ul>