Matravers School
Job Profile

Job Title:	Cover Supervisor

Grade:	F

Main Job Purpose:	To supervise the learning of whole classes during the short term absence of the class teacher as they undertake work set by the teacher.

Main Duties:	
1.	Supervise the work of whole classes set by their class/subject teacher, in accordance with school policy.
2.	Manage the behaviour of pupils to ensure a constructive learning environment.
3.	Answer pupil queries about process and procedures relating to the lesson.
4.	Deal with any immediate problems or emergencies according to the school's policies and procedures.
5.	Collect completed work at the end of the lesson and return it to the appropriate teacher.
6.	Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

Person Specification

	Essential	Desirable
Qualification/training	NVQ level 3 in relevant subject area. Educated to degree level.	
Experience	Previous experience of working with children.	Previous experience of working with children of a relevant age within a school setting.
Skills & Knowledge	Good numeracy/literacy skills. Good written and verbal communication skills: able to communicate effectively with students and staff colleagues. Good understanding of child/young person's development and learning processes. Understanding of classroom roles and responsibilities. Ability to supervise students and establish a constructive, safe and ordered atmosphere in the classroom. Flexibility in work ethos. Reliable, punctual and well-presented	Working knowledge of relevant policies and legislation. e.g. child protection
Personal Qualities	Ability to relate well to children and adults. Willing to take part in training and professional development as appropriate. Patience and emotional resilience.	
Other Requirements	To be committed to the school's policies and ethos. Understand promote the School's aims and values. Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	