**JOB DESCRIPTION / PERSON SPECIFICATION**

**Job Title:** Cover Supervisor

**Scale:** C1.22–25

37 hpw, *term time only + 5 days*

**Reporting to:** Cover and Examinations Officer

The successful candidate will become part of a team of supervisors, who will:

* Provide classroom cover for teaching staff who are absent (covering short term absences and INSET).
* Maintain an orderly and purposeful environment in which students can complete work set by the classroom teacher / department.
* Implement the academy’s Positive Discipline 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.

**Skills**:

Essential

* GCSE (or equivalent) qualification in English and mathematics.
* Good organisational / time management skills.
* Flexible approach to working.
* Ability to develop good, constructive and business like relationships with students / staff.
* Ability to adapt to different abilities, Key Stages, subjects and situations.

Desirable

* Experience of working with young people.
* Higher academic / vocational qualifications.
* A qualification in science (GCSE or above).

The Farnley Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check (DBS). We promote diversity and aim to establish a workforce which reflects the population of Leeds.

## There is a

## There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

December 2017