# Job Profile

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| **Job Title** | **Cover Supervisor** |
| **Responsible to** | **Teaching Team Leader** |
| **Main Purpose of Job** | Cover for absent teaching staff  Provide admin assistance to Curriculum Areas |
| **Focus of Job** | Student Facing |
| **Key Responsibilities** | Support the work of Curriculum Areas and the School whilst members of staff are absent  Supervise students as directed by cover requirements  Communicate the work set by the class teacher to the students  Oversee the collecting of books and equipment at the end of the lesson and ensure they are returned to the appropriate place  Ensure the students tidy up and leave the classroom in good order  Return work etc. to the class teacher or Curriculum Leader and inform him/her of the point reached by the students  Report any problems, difficulties, successes etc. to the class teacher or Curriculum Leader  Support the work of the Curriculum Areas by providing admin assistance |
| **Key Skills** | Provide a ‘presence’ in the classroom environment  Excellent IT skills  Excellent communication skills |
| **Additional Duties and Responsibilities** | To support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body  To uphold the school’s policy in respect of child protection matters  Admin as required  Back up for other roles as required  Ad hoc duties as required |
| **Training** | Training will be provided in school and externally, if deemed necessary to the role |

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| **Required attributes** | A firm but friendly approach and be self-confident in dealing with young people  Excellent standards of accuracy  Team player  Able to work on own or as part of a team  Professional smart appearance  Organised and must be able to prioritise, multi task, work under pressure and to deadlines  Must demonstrate tact, confidentiality and discretion at all times  Proactive, motivated, calm and shows initiative  Friendly with a sense of humour  Reliable and excellent time keeping  Willing and able to undertake training and development to broaden skills  Able to relate, communicate and empathise with students and staff  Enhanced DBS clearance  Medical clearance  Satisfactory references |
| **Salary** | WA5 £20,782 - £24,540  pro rata for hours and weeks actually worked |
| **Hours** | 29.67 hours per week (full time) to be worked over 5 days  39 weeks per year |
|  | This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Headteacher. |