# Job Profile

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| **Job Title** |  **Cover Supervisor** |
| **Responsible to**  | **Teaching Team Leader** |
| **Main Purpose of Job**  | Cover for absent teaching staffProvide 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 absentSupervise students as directed by cover requirementsCommunicate the work set by the class teacher to the studentsOversee the collecting of books and equipment at the end of the lesson and ensure they are returned to the appropriate placeEnsure the students tidy up and leave the classroom in good orderReturn work etc. to the class teacher or Curriculum Leader and inform him/her of the point reached by the studentsReport any problems, difficulties, successes etc. to the class teacher or Curriculum LeaderSupport the work of the Curriculum Areas by providing admin assistance |
| **Key Skills** | Provide a ‘presence’ in the classroom environmentExcellent IT skillsExcellent 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 bodyTo uphold the school’s policy in respect of child protection mattersAdmin as requiredBack 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 accuracyTeam player Able to work on own or as part of a teamProfessional smart appearance Organised and must be able to prioritise, multi task, work under pressure and to deadlinesMust 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 skillsAble to relate, communicate and empathise with students and staffEnhanced DBS clearance Medical clearanceSatisfactory references |
| **Salary** | WA5 £20,782 - £24,540pro 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. |