

Job Description



Job title: Cover Supervisor

Salary: OAT Scale 5 Point 15-19 (£22,911.00-£24,799.00) Pro rata

Appointment type: 39.0 weeks per year

Hours per week: 37.0 hours

Job purpose

- a) Supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a teacher.
- b) Manage the behaviour of pupils whilst they are undertaking work.
- c) Collect any completed work after the lesson and return it to the appropriate teacher.
- d) Report back as appropriate using the agreed referral procedures on the behaviour of pupils during the class and any issues arising.

Duties and Responsibilities

- a) Prepare the classroom/outside areas for lessons, ensuring resources are available and cleared away at the end of lessons as appropriate.
- b) May invigilate exams and tests.
- c) May assist escorting pupils on educational visits.
- d) May assist with break time supervision including facilitating games and activities.
- e) May assist pupils with dressing, hygiene and eating whilst encouraging independence.
- f) Responsible for the safety and wellbeing of pupils in the classroom.
- g) May demonstrate own duties to new or less experience staff.
- h) Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- i) Exchanges information with staff and parents/carers.
- j) Maintains records of work done during cover supervision periods.
- k) There is a need to interpret information and situations and may respond independently to problems and situations in line with procedures but may refer to the line manager for more unusual/difficult problems.

Person specification



Qualifications

- a) NVQ level 3 in related area or equivalent experience.

Knowledge, skills and experience

- a) Knowledge of behaviour management techniques.
- b) Competent in the use of ICT in all aspects of the role.
- c) Curriculum knowledge and experience to support self-directed learning.
- d) Knowledge and compliance with policies and procedures relevant to health and safety and child protection.

Personal attributes

The successful candidate;

- a) May be required to stand for long periods and or work in awkward positions e.g. low chairs.
- b) Some exposure to unpleasant conditions e.g. noise, outdoor working.