COVER SUPERVISOR

JOB DESCRIPTION

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| Line Managed by: | Member of SLT responsible for cover |
| Line Manager for: | n/a |
| Salary Scale: | NJC Scale 4 (pt range 18-21)  £20,667 to £22,425pa (pro rata) |
| Hours: | 36 hours, 39 weeks per year |
| Annual Leave: | Taken within school closure periods only |
| Contract | Permanent |

**Job Purpose**

To provide non-teaching supervision to cover absent teachers and provide administrative support

for teaching and learning.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

* To take registers at the beginning of each period of supervision;
* To hand out cover work to students following the instructions of the member of staff who has set the work – either the absent teacher or the Head of Department;
* To supervise the lesson, maintain good order and safety;
* Report any incident in the cover lesson to the Head of Faculty or the senior member of staff on duty as per the school’s Behaviour Policy;
* To collect all resources and work at the end of the lesson and return as directed
* To provide feedback on the lesson as appropriate
* To provide administrative support e.g. letters to parents, praise postcards, preparation of materials for lessons e.g. sets of worksheets as requested by teachers, scanning documents, photographs, videoing lessons and hall presentations
* To assist with the invigilation of examinations under the direction of the examinations officer
* To accompany pupils on school trips
* To undertake any other duties as requested, which are commensurate with the grading and responsibilities of the post.

**In relation to the School**

* To work as part of a team in relation to individual students, liaising, advising and

consulting where appropriate.

* To attend meetings as appropriate.
* To take part in training linked to the role through INSET and external courses

*This job description is not exclusive of the full range of the professional duties of the post holder. Additional/alternative reasonable tasks may be required by the school at the discretion of your Line Manager or the Headteacher.*

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| **Experience:** | **Essential or Desirable** | **How Assessed** |
| Working with children Essential Application | Essential | Application |
| Managing the behaviour of children | Essential | Application & Interview |
| Working in an education setting | Desirable | Application |
| **Qualifications:** |  |  |
| GCSE English & Maths grade A\*-C or equivalent | Desirable | Application & documentary evidence |
| Relevant Level 2 qualification | Desirable | Application & documentary evidence |
| **Knowledge:** |  |  |
| Every Child Matters & Safeguarding Children issues | Essential | Application & Interview |
| Health and Safety issues Essential | Desirable | Application & Interview |
| Developments in education and/or the  National curriculum | Desirable | Application & Interview |
| Health and Safety issues | Desirable | Application & Interview |
| Appreciation of confidentiality | Essential | Application & Interview |
| Familiar with a range of learning difficulties | Desirable | Application & Interview |
| **Skills:** |  |  |
| Ability to relate well to children | Essential | Application & Interview |
| Ability to communicate with adults | Essential | Application & Interview |
| Ability to work under pressure | Essential | Application & Interview |
| Ability to work flexibly | Essential | Application & Interview |
| **Other:** |  |  |
| Willing to self improve / attend training | Desirable | Application & Interview |
| Clean driving licence | Desirable | Documentary evidence |