



## Cover Supervisor Application Pack

[Click for Application Form](#)

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[www.furzeplatt.com](http://www.furzeplatt.com)

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Would you like to join the support staff team of an extremely popular and expanding secondary school?

## COVER SUPERVISOR – TO START AS SOON AS POSSIBLE

Part time, 31.25 hours per week,  
Start time 8.30am, finish time 3.15pm (includes half hour unpaid break) Monday to Friday term time only

Actual salary £14,450 - £15,750 pa depending on experience

We are looking for someone to join a dedicated team of Cover Supervisors to supervise classes during the short-term absence of the assigned teacher. Your main role will be to ensure that cover work is delivered to students using the tools provided, including completing the class register. An important part of cover requires managing the behaviour of students whilst in the classroom within the guidelines of the school's behaviour policy. You will also monitor students to ensure they are on task, working in a safe way and completing the work to the best of their ability.

We are looking for a team player who is able to work with a minimum of supervision and is interested in working with young people in a classroom environment. If you have experience already of working with children and/or young people or if you are looking for some experience in a classroom environment in preparation for possible teacher training, please refer to our school website [www.furzeplatt.com](http://www.furzeplatt.com).

**Application forms should be returned to [gill.dandridge@furzeplatt.net](mailto:gill.dandridge@furzeplatt.net) . Only applications submitted on the school application form will be considered.**

*Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. Posts are subject to an enhanced disclosure via the Disclosure and Barring Service.*

***Closing date: Monday 25<sup>th</sup> February 2019***

***Interviews will take place week commencing 25<sup>th</sup> February 2019***

# Cover Supervisor

## Job Description: Cover Supervisor

<b>Line Manager:</b>	Senior Cover Supervisor
<b>Main Purpose of Role:</b>	To supervise classes during the short-term absence of the assigned teacher.
<b>Main Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Ensure classes enter and exit in an orderly fashion, taking appropriate action with the school's behaviour policy.</li> <li>2. Ensure pupils sit according to the teacher's seating plan.</li> <li>3. Complete the class register.</li> <li>4. Instruct pupils about the work set by the teacher, ensuring understanding of the task set. For example go through a Power Point, show video clips, writing examples on the white board, read through text with class, lead a class discussion, organise group work, supervise PE and Drama activities, assisting pupils' with the use of laptops.</li> <li>5. Manage the behaviour of pupils whilst in the classroom within the guidelines of the school's behaviour policy, referring pupils on inappropriate behaviour to the Head of Department or Head of House.</li> <li>6. Monitor pupils to ensure they are on task, working in a safe way and completing the work set to the best of their ability.</li> <li>7. Collect and return work to the teacher as required.</li> <li>8. Issue behaviour points according to the 'Ready to Learn' rules.</li> <li>9. Ensure the classroom is left in an acceptable condition for the next lesson.</li> <li>10. Email the relevant class teacher with any issues.</li> <li>11. Deal with immediate problems or emergencies according to the school's policy.</li> <li>12. Perform duties in line with Health and Safety rules and to take remedial action where hazards are identified. Where a hazard is serious report to a member of the Senior Leadership Team (SLT) immediately.</li> </ol>	
<b>OTHER</b> <ol style="list-style-type: none"> <li>1. Assume the role of form tutor in their absence and follow the guidelines set out in the staff guide under Tutor Time Activities.</li> <li>2. Assist the Administration Team with ad-hoc tasks such as student filing, confidential shredding or other suitable tasks.</li> </ol>	
<p>This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.</p> <p>I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.</p>	
<b>Name:</b>	<b>Signature:</b>
<b>Date:</b>	

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# Cover Supervisor

## Person Specification: Cover Supervisor

	Essential	Desirable	How to be tested
<b>Qualification criteria:</b> <ol style="list-style-type: none"> <li>5 good GCSEs inc English &amp; Maths at Grade C or above (or equivalent).</li> <li>Basic knowledge of Microsoft Office.</li> <li>Eligible to work in the UK.</li> </ol>	✓ ✓ ✓		Application form
<b>Experience of:</b> <ol style="list-style-type: none"> <li>Working with or interacting with children and/or young people.</li> <li>Working in an educational environment.</li> </ol>	✓	✓	Application form and interview
<b>Behaviours, Skills and Strengths:</b> <ol style="list-style-type: none"> <li>Be willing to develop an awareness of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.</li> <li>Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.</li> <li>A willingness to acquire an understanding of the educational objectives and ethos of the school.</li> <li>Able to relate sympathetically to young people.</li> <li>Able to communicate effectively and confidently with staff and students.</li> <li>Able to work well under pressure and be decisive in a busy school environment.</li> <li>Ability to work with a minimum of supervision and within a team.</li> <li>Ability to manage pupils in a classroom setting.</li> <li>Good organisational skills and able to manage own time, prioritise and use initiative.</li> <li>High levels of honesty and integrity.</li> <li>Confident using a laptop.</li> </ol>	✓  ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
<b>Other:</b> <ol style="list-style-type: none"> <li>This post is subject to an enhanced DBS disclosure.</li> <li>The post holder must be committed to safeguarding the welfare of children.</li> </ol>	✓ ✓		DBS Process References