****

**Job Description**

|  |  |
| --- | --- |
| **Post:**  | **Cover Supervisor/Administrator** |
| **Scale:** | **Scale 5 - £19,927.64 per annum****Hours: 8.30-3.30pm – Term Time Only** |
| **Responsible to:** | **Lead Cover Supervisor/HR Manager** |

**Main Objectives**

To undertake cover supervision for whole classes and form registration, including overseeing the completion of set work and manage the behaviour of students, under the guidance of teaching staff.

To assist in providing effective administrative support within the school.

**Main Responsibilities/Key Tasks**

1. To ensure the cover work is collected and any queries clarified with Line Manager prior to start of day/lesson.
2. To ensure that all necessary learning resources are in place prior to start of lesson.
3. To supervise whole classes (Year7-11) during absences of teaching staff and deliver pre-set work that has been set in accordance with the school policy.
4. To ensure that a register is taken at the beginning of every lesson.
5. Manage behaviour of students whilst they are undertaking this work to ensure a constructive environment and to report any behaviour issues to the Line Manager and/or appropriate staff.
6. To use agreed sanctions and referral procedures when necessary.
7. To ensure that class is organised effectively and that the classroom is left tidy at the end of the lesson.
8. To deal with immediate problems or emergencies according to the school’s policies and procedures.
9. To ensure work is collected and completed after the lesson and returned to appropriate teacher.
10. To provide a report back to the absent teacher/SL/CTL as appropriate on both the behaviour and work of students during the lesson and any other issues arising.
11. To follow school policies and procedures, at all times, especially those relating to child protection and health and safety.
12. To undertake, if required, administrative duties (such as photo copying) on behalf of the absent teacher.
13. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined.
14. To attend regular meetings with Line Manager or any other meetings as required and to undertake recommended training and development.
15. To cover for Lead Cover Supervisor when required including obtaining and checking cover work and ensuring that cover teachers/agency staff have received all necessary paperwork to carry out their cover duties effectively.

Cover Supervisors undertake on-going training. This will include sessions in classroom management, observation of lessons and other procedures that are relevant to the role of Cover Supervisor.

**Administration**

When not required to cover classes, Cover Supervisors will be re-directed by the Human Resources Manager to assist in administrative work.

**Candidate Specification**

Essential skills, abilities and knowledge:

* Excellent communication skills
* Team worker
* Good Keyboard/typing skills
* Good Numerical, Oral and Written skills
* Enjoy working with and communicating with young people
* Experience of delivering learning activities for individuals/groups.
* At least one year’s experience of Classroom supervision
* Proven behaviour management skills.
* Excellent ability to monitor, assess, record, report and implement effective action for student achievement, progress and development.
* Ability to carry out intermediate administrative/ICT duties.
* Ability to use own initiative, prioritise and meet deadlines.
* Ability to work in a sensitive environment maintaining high levels of confidentiality.
* Due to the nature of cover, a flexible approach is required.
* Understanding of and commitment to:
1. Safeguarding and promoting the welfare of children
2. Equal opportunities policies
3. Data Protection Act
4. Health and Safety at Work
5. All School Policies including Equal Opportunities Policy