



Brockhill Park Performing Arts College
Sandling Road
Saltwood Hythe,
Kent. CT21 4HL

Cover Supervisor

January 2024 Start



Job Title: Cover Supervisor

Salary: Range BPS 5.15 – 17. Appointed on 17 (£23,693 pro rata, actual salary £18,523)

Hours: 32.5 per week term time only plus 10 days, Monday to Friday 8.15am – 3.15pm

Responsible to: Cover Manager

Main Purpose: The main function of the role is to cover lessons for teaching staff in their absence.

Main Duties:

- To take responsibility for groups or classes of students in the short-term absence of their usual teacher. In this context, the Cover Supervisor will be responsible for: - supervising work that has been set in accordance with school policy; - liaising with teaching staff with regard to work set for a class; - managing the behaviour of students to ensure a constructive environment whilst undertaking work; - responding to any questions from students about process and procedure; - dealing with any immediate problems or emergencies in accordance with the school's policies and procedures; - collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader; - reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising; - Student registration of a class.
- To take part in whole school inset activities to enhance job effectiveness.
- To support general school administration when demand for cover is low. The post holder will be expected to undertake other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of a Cover Supervisor.

This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.