

Job Profile

Job Title	Cover Supervisor
Responsible to	Teaching Team Leader
Main Purpose of Job	Cover for absent teaching staff Provide admin assistance to Curriculum Areas
Focus of Job	Student Facing
Key Responsibilities	<p>Support the work of Curriculum Areas and the School whilst members of staff are absent</p> <p>Supervise students as directed by cover requirements</p> <p>Communicate the work set by the class teacher to the students</p> <p>Oversee the collecting of books and equipment at the end of the lesson and ensure they are returned to the appropriate place</p> <p>Ensure the students tidy up and leave the classroom in good order</p> <p>Return work etc. to the class teacher or Curriculum Leader and inform him/her of the point reached by the students</p> <p>Report any problems, difficulties, successes etc. to the class teacher or Curriculum Leader</p> <p>Support the work of the Curriculum Areas by providing admin assistance</p>
Key Skills	<p>Provide a 'presence' in the classroom environment</p> <p>Excellent IT skills</p> <p>Excellent communication skills</p>
Additional Duties and Responsibilities	<p>To support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body</p> <p>To uphold the school's policy in respect of child protection matters</p> <p>Admin as required</p> <p>Back up for other roles as required</p> <p>Ad hoc duties as required</p>
Training	Training will be provided in school and externally, if deemed necessary to the role

Required attributes	<p>A firm but friendly approach and be self-confident in dealing with young people</p> <p>Excellent standards of accuracy</p> <p>Team player</p> <p>Able to work on own or as part of a team</p> <p>Professional smart appearance</p> <p>Organised and must be able to prioritise, multi task, work under pressure and to deadlines</p> <p>Must demonstrate tact, confidentiality and discretion at all times</p> <p>Proactive, motivated, calm and shows initiative</p> <p>Friendly with a sense of humour</p> <p>Reliable and excellent time keeping</p> <p>Willing and able to undertake training and development to broaden skills</p> <p>Able to relate, communicate and empathise with students and staff</p> <p>Enhanced DBS clearance</p> <p>Medical clearance</p> <p>Satisfactory references</p>
Salary	<p>WA5 £20,782 - £24,540</p> <p>pro rata for hours and weeks actually worked</p>
Hours	<p>29.67 hours per week (full time) to be worked over 5 days</p> <p>39 weeks per year</p>
	<p>This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Headteacher.</p>