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| **Job Description for** | **Lesson Cover Supervisor/Sports Coach** |
| **Line Manager** | Senior Assistant Principal |
| **Agreed/Reviewed** | June 2017 |
| **Salary Scale** | HCC Scale C |
| **Hours/weeks** | 32 hours, 39 weeks |
| **Main Purpose** | To cover for absent teaching staff  To deliver the work set by absent teaching staff or curriculum leaders  To |
| **Key Tasks** | 1. To manage and supervise classes of students where the normal class teacher is absent, as directed by the member of staff responsible for allocating cover 2. To deliver the work set by the absent teacher or the Curriculum/Faculty Leader to students, checking that all students are actively engaged in their learning and on task for the duration of the lesson 3. To carry out such duties as are deemed reasonable within the management and supervision of classes to enable students to continue to learn effectively. This will include helping students with their work using relevant classroom management strategies to ensure a purposeful environment for teaching and learning; taking registers and recording information related to student progress. It does not include teaching students new work as would be expected of a class teacher. 4. To give feedback by the end of the day to the appropriate Curriculum/Faculty Leader(s) 5. To support Curriculum and Faculty Leaders with administrative tasks including filing of resources, photocopying, managing inventories and preparing displays of student work when not covering for absent colleagues 6. In the busy Exam period to carry out Exam Invigilation 7. To participate fully in CPD for Teaching Staff 8. To perform any other reasonable duties as directed by the Principal |

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| **Person Specification for** | **Lesson Cover Supervisor/Sports Coach** |
| **Desirable Qualifications** | GCSE (or equivalent) Grade C in Maths and English |
| **Desirable Experience** | Previous Lesson Cover Supervisor experience  Sport coaching experience  Previous experience working in a school  Duke of Edinburgh Award experience |
| **Desirable Personal Qualities** | Friendly and approachable  Ability to remain to remain calm and composed within a busy environment  High expectations of self and students  Effective Behaviour Management  Flexible and adaptable  Organised and able to prioritise workload  Ability to work independently and as part of a wider team  Ability to relate well to children and adults  Willingness to undertake further training  Desire to pursue a teaching career in the future |