



COVER SUPERVISOR

Post: Cover Supervisor
Reports to: Head of Senior Department
Term: Term time, full time preferred (part time considered)
Hours: 7.45am - 4pm term time (34 weeks)
Start date: September 2024
Salary: £24,290 - £25,500 FTE (£18,500 - £19,420 pa actual for full time term time plus holiday pay)
Depending on experience
Benefits: LGPS pension scheme
Apply by: 6th May 2024 (early applications welcome and the school reserves the right to make an early appointment)

Please submit electronic applications using the school's application form available on the website, or via the TES CVs will not be accepted.

Key Responsibilities

- To assist in arranging cover on a daily basis in the event of planned and unplanned absence.
- To cover lessons for teaching staff across key stages - KS2 to KS4
- To assist the teaching support team as necessary when not covering lessons..

Duties

- Take responsibility for classes of pupils across KS2-4 in the short-term absent of the class teacher;
- Register class and account for absent pupils;
- Supervise work that has been set using the school's ICT platforms;
- Liaise with class teacher/Head of Department regarding work set as required;
- Manage behaviour and expectations in line with the school's policies;
- Update the class teacher in terms of work completed and any issues identified;
- Assist in maintaining the inclusion of all pupils;
- Work as part of a team to ensure that the well being, behaviour and personal development of pupils enhances learning opportunities and life skills.

Other Duties and Responsibilities

- Any other duties that the a member of the Extended Leadership team may, from time to time, ask the post holder to perform;
- Provide administrative support to the subject teachers and SENDCO as required;
- Participate and accompany pupils off-site;
- Maintain confidentiality inside and outside the workplace.



PERSON SPECIFICATION

Qualifications and Training

No specific qualifications are required, other than a good standard of general education, GCSE/O level Maths and English are essential.

Skills

- Able to motivate pupils to learn
- Able to effectively manage pupils' behaviour in a positive manner with consistent clear boundaries
- Able to contribute to curriculum delivery
- Good communication and interpersonal skills
- Organised administrative skills
- Confident in the use of ICT

Personal Attributes

- Good pastoral skills, with a calm and caring approach
- Well organised
- Effective team member but able to work independently
- Flexible approach and an ability to respond to changes in circumstances
- High level of written and oral communication skills
- A commitment to work together with all stakeholders including the wider community

Experience

- Evidence of being in a learning support role - desirable not essential

Cobham Free School is committed to safeguarding children and young people.

Successful candidates will be subject to an enhanced level DBS check and other relevant employment checks.