**Job Description: Cover Supervisor/Curriculum Support Officer**

**Reporting to:**  Deputy Headteacher

**Start date:** As soon as possible

**Salary:**  £24,030 to 25,809 pro rata per annum (Actual salary £20,136 to £21,627)  
**Hours:**  36 hours per week, term time only   
**Disclosure level:** Enhanced

**The Role**

To supervise whole classes during the short-term absence of teachers, giving instructions for the lesson and ensuring good order is maintained and all pupils are kept on task in order that outstanding learning takes place.

To feedback to teachers whose classes have been covered to ensure that seamless continuity of teaching and learning takes place.

To provide support within other teachers’ lessons when not supervising cover lessons

To provide curriculum administrative support when not supervising cover lessons

**Key Responsibilities**

* To give instructions for the lesson as provided by a teacher
* To maintain excellent order and ensure that students are on task and making good progress in their learning
* To supervise and support students with in learning activities
* To support individual students or small groups as directed by the class teacher when providing in-class support
* To act as a role model and set and maintain the highest standards of conduct and behaviour
* To liaise with Heads of subject where additional support is needed
* To provide feedback to the teacher on the conduct of the lessons covered, the learning that took place and the progress made by students
* To keep appropriate records as agreed with the teacher
* To support the SEN team with supervising Independent Learning detentions
* To make appropriate use of equipment and resources, including ICT
* To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* To carry out Faculty and Department administrative tasks as directed when not supervising cover lessons
* To respect confidentiality at all times
* To liaise with the line manager as appropriate.

**Person Specification: Cover Supervisor/Learning Assistant**

**Qualification Criteria**

* Right to work in UK
* Educated to at least GCSE/ A level or equivalent (minimum GCSE C grades in English and Mathematics)

**Experience**

* Experience of working with children of a relevant age in a school setting
* Experience of effective student behaviour management.

**Personal Characteristics**

* Excellent organisational skills
* Good analytical skills
* Excellent interpersonal skills
* Patience and a clam manner
* Flexibility
* Loyalty
* Integrity
* Reliability
* Capacity for hard work and calmness under pressure
* The ability to relate well to young people.

**Other**

* Commitment to the safeguarding and welfare of all pupils
* Commitment to providing equality of opportunity
* This post is subject to an enhanced DBS check
* Willing to attend training appropriate to the post.