



## Maiden Erlegh Chiltern Edge

### Job description

<b>Role</b>	<b>Cover Supervisor Maiden Erlegh Chiltern Edge</b>	<b>Reports to</b>	Nominated leader
<b>Grade</b>	Grade 4, SP7 – 11 (£19,554-£21,166 pro rata)	<b>Hours of work</b>	30 hours per week, term time only plus 2 INSET days
<b>Purpose</b>	To provide classroom supervision during a teacher's absence. To use information and resources provided to ensure that students' learning is not compromised by the absence by providing continuity and consistency. To provide an environment where learning is maximised in every lesson.		
<b>Scope</b>	<b>Main contacts:</b> Students, Staff	<b>Staff responsibilities:</b> No	<b>Financial accountability:</b> None
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>▪ To register and record student attendance in lessons.</li> <li>▪ To ensure orderly entry and exit of classrooms.</li> <li>▪ To instruct students regarding the work provided by their subject teacher.</li> <li>▪ To supervise students in the classroom</li> <li>▪ To provide students with the necessary resources for their learning.</li> <li>▪ To ensure a calm and purposeful atmosphere for working in the classroom.</li> <li>▪ To manage resources effectively and ensure classrooms are left tidy for the next lesson.</li> <li>▪ To follow school systems and procedures on behaviour management.</li> <li>▪ Collect and return work. Routine reporting should be made via appropriate channels</li> <li>▪ Support the administration team through the lead cover supervisor during unallocated lessons</li> <li>▪ Work with the lead cover supervisor to develop the service provided by the team.</li> <li>▪ To cover lunchtime duties as per timetable</li> <li>▪ You will be assigned to a department to provide assistance during unallocated lessons if not required for administrative duties by the main office.</li> <li>▪ To carry out exam invigilation when required, maintaining the rules set out by external examination boards and in house regulators.</li> <li>▪ To carry out other duties within the school, as required, such as snack break/ morning and afternoon duties, supervising pupils in after school activities, off-site activities</li> <li>▪ Complying fully with all relevant Health and Safety regulations, Safeguarding procedures and Risk Assessments</li> <li>▪ Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ NVQ Level 3 or equivalent</li> <li>▪ Good general communication skills</li> <li>▪ Excellent time management and effective organisational skills</li> <li>▪ Experience of working in a school or with young people is desirable</li> <li>▪ Experience of exercising authority</li> <li>▪ Ability to command and show respect</li> <li>▪ Confidentiality at all times</li> <li>▪ Offering a firm but friendly approach and be self confident in dealing with young people</li> <li>▪ A positive attitude</li> <li>▪ A sense of responsibility</li> <li>▪ Positive behaviour management</li> <li>▪ A good sense of humour</li> <li>▪ Ability or desire to drive the school minibus would be an advantage</li> <li>▪ Flexible approach to working and commitment to ongoing service and personal development ( through self evaluation and learning from others)</li> </ul>		

**“Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”**

Signed \_\_\_\_\_  
Postholder

Date \_\_\_\_\_