



Highams Park School

An independent state funded Academy

Principal - Mr N Armsby

34 Handsworth Avenue
Highams Park
London E4 9PJ

Phone: 020 8527 4051

Fax: 020 8503 3349

enquiries@highamsparkschool.co.uk

www.highamsparkschool.co.uk

Post Title:	COVER SUPERVISOR
Salary / Grade:	SCALE 5 (PTS 12-16)
Responsible for:	COVERING LESSONS AND 6th FORM STUDY AREA
Responsible to:	VICE PRINCIPAL
Weeks:	39 WEEKS PER YEAR (TERM TIME ONLY)

Job Purpose

The Cover Supervisor's main job is to manage a classroom, ensuring that students remain on task with the work they have been set by an absent teacher. You will also be timetabled to cover the 6th Form Study Area as part of your daily tasks.

Role and Responsibilities

As a Cover Supervisor your role and responsibilities will include:

- Covering lessons in the absence of the timetabled teacher
- Supervising the delivery of the cover work by effectively communicating the work set to students
- Ensuring that the required resources needed in order to effectively deliver the covered lessons are available
- Managing the behaviour of students whilst they are undertaking set work to ensure a positive learning environment
- Responding to any questions from students about process and procedures
- Dealing with any immediate problems or emergencies in accordance with school policy and procedures
- Collecting completed work after each lesson and returning it to the appropriate teacher
- Reporting back as appropriate, using the school's standard procedures on the behaviour of students during the class, and any issues arising
- To provide supervision and monitoring of the 6th Form Study Centre, registering pupils to each study period, and making the relevant Head of Year aware if a student has failed to attend their study period
- Any other reasonable duties as directed by the Principal

Beneficial Qualifications / Experience

Recent relevant experience working with secondary aged students in an educational setting is preferential. Applications from individuals who hold one of the following qualifications will be considered:

- Bachelor's Degree
- Post Graduate Degree/Certificate in Education



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Skills, Interests and Qualities

As a cover supervisor you will need to be:

- Highly adaptable as there is no regular timetable
- Confident, organised and at times, diplomatic
- Patient, flexible, creative with a good sense of humour

You will need to demonstrate that you have

- Experience of working with secondary aged children
- The ability to manage groups of children and cope with challenging behaviour.
- The ability to build good relationships with children, teachers, parents and carers
- A knowledge of the National Curriculum for KS3 and KS4
- The ability to work as part of a team
- Good reading, writing and numeracy skills
- Good IT skills

This post offers a fantastic opportunity for individuals looking to gain teaching and classroom experience or for those considering a career working with young people.