

## Job Description

Job title	Cover Supervisor	Grade	LBR5	Points 22-25
School	Oaks Park High School			
Reports to	Deputy Headteacher			
Responsible for				
Purpose of job				
<ul style="list-style-type: none"><li>● To provide short term absence cover under the direction of the Deputy Headteacher.</li><li>● To be available to support teaching staff who undertake educational visits.</li></ul>				
Main duties and responsibilities				
<ul style="list-style-type: none"><li>● Provide short term absence cover as required.</li><li>● Participate in educational visits.</li><li>● Liaise with Team Leaders to ensure that appropriate work is set for classes.</li><li>● Ensure that the school’s behaviour policy is followed.</li><li>● Ensure that appropriate school policies are adhered to including Health and Safety.</li><li>● Cover Registration periods as required.</li><li>● Undertake clerical duties when requested.</li><li>● Invigilate internal and external examinations as and when required.</li></ul>				

## General

- Attend and participate in relevant meetings, training and other learning activities and professional development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, students and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

***Duties and responsibilities of the post may change over time as requirements and circumstances change.***

***The job description does not form part of the post holder's contract of employment.***

## Person Specification

<b>Job Title</b>	Cover Supervisor	<b>Grade</b>	LBR5 Points 22-25
<b>School</b>	Oaks Park High School		
<b>Education and Qualifications:</b> <ul style="list-style-type: none"><li>● Good numeracy and literacy skills (Equivalent to Level 2)</li></ul>			
<b>Experience/Knowledge/Skills:</b> <ul style="list-style-type: none"><li>● Enthusiastic and hardworking.</li><li>● Able to maintain good relationships with staff and students.</li><li>● Experience of working with young people.</li><li>● Flexible and able to cope with the demands of a large comprehensive school.</li><li>● Work constructively as part of a team.</li><li>● Able to work on own initiative.</li><li>● Able to use IT effectively.</li></ul>			
<b>Other job requirements:</b> <ul style="list-style-type: none"><li>● Enhanced DBS check.</li></ul> <div>Signed: _____ Date: _____</div>			