

**Park High School  
Job Description**

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**Post Details:**                **Cover Supervisor**

**Scale:**                        **H05**

**Responsible to:**    **The Teaching and Learning Team (Gaye Kassir)**

**JOB PURPOSE:**

Supervision of classes in the absence of the subject teacher.

**Key Responsibilities:**

- Responsibility for the supervision of classes in the absence of the subject teacher in the assigned departments and also in other departments as per the daily cover requirements.
- To liaise with the appropriate staff about the work that has been set so that the requirements of it are fully understood. This applies to both the departments(s) to which you are attached or the department that you are covering in.
- To deliver the preplanned lesson giving all students the opportunity to progress their learning.
- To ensure that work and information from lessons is returned to the appropriate teacher.
- To give clear information and instructions relating to the work to be completed by the students, including motivating and encouraging when required, to aid the children learning as effectively as possible.
- To ensure the good order and safety of the students both in lessons (whole class, in small groups or individually) and being supported outside lessons.
- To know and implement the school's Behaviour Policy.
- To keep accurate attendance records of students in supervised lessons.
- Assisting the Heads of Department or others with administrative/technical tasks, as requested by the Teaching and Learning Team.
- Assist in any student support work, and work with students in a variety of capacities to maximise their potential. Thereafter, to provide regular feedback to the relevant Head of Department.
- To attend all necessary meetings, and if these fall outside contracted hours, to take time in lieu at mutually agreed times.
- To act as an invigilator (training given) during the exam periods. This would be instead of supervising lessons.
- If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents' Evenings to support in translating to parents, for which time off in lieu will be given.
- To safeguard and promote the welfare of children.
- To participate in professional development activities.
- Any other duties appropriate to the grade as required by the Headteacher.

## PERSON SPECIFICATION

| Criteria                               | Essential   | Desirable   |
|--|---|---|
| <b>Qualifications and Training</b>     | A degree level qualification  |   |
| <b>Experience</b>                      |   | <ul style="list-style-type: none"> <li>• Experience of working with young people</li> </ul>           |
| <b>Skills, knowledge and aptitudes</b> | <ul style="list-style-type: none"> <li>• An interest in working with young people and a belief that all children can succeed.</li> <li>• Robust and caring disposition, with patience and empathy.</li> <li>• A good level of English and Maths.</li> <li>• The ability to explain things clearly.</li> <li>• Well organised and practical.</li> <li>• Confident in dealing with young people aged from 11-18.</li> <li>• Good ICT skills.</li> <li>• A willingness to participate in training and other learning activities.</li> <li>• The ability to communicate clearly and accurate orally and in writing.</li> <li>• The ability to work as a member of a team.</li> <li>• A flexible approach.</li> <li>• Excellent attendance and punctuality.</li> </ul> | <ul style="list-style-type: none"> <li>• First Aid Certificate (training will be provided)</li> </ul> |
| <b>Other Requirements</b>              | <ul style="list-style-type: none"> <li>• Commitment to on-going professional development</li> <li>• Commitment to the ethos of the school and support for the aims and policies of the school.</li> </ul>   |   |