



Job title: Cover Supervisor

Salary: Grade 4A-E £26,918- £29,616 FTE £22,618 - £24,885 Actual

Contract Type: Full Time/ Permanent

Reporting to: Assistant Headteacher - Teaching and Learning

Job Title	Cover Supervisor
Purpose:	To cover for absent teaching staff To deliver the work set by absent teaching staff or curriculum leaders
KEY TASKS	<ol style="list-style-type: none">1. To manage and supervise classes of students where the normal class teacher is absent, as directed by the member of staff responsible for allocating cover2. To deliver the work set by the absent teacher or the Curriculum/Faculty Leader to students, checking that all students are actively engaged in their learning and on task for the duration of the lesson3. To carry out such duties as are deemed reasonable within the management and supervision of classes to enable students to continue to learn effectively. This will include helping students with their work using relevant classroom management strategies to ensure a purposeful environment for teaching and learning; taking registers and recording information related to student

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	<p>progress. It does not include teaching pupils new work as would be expected of a class teacher.</p> <ol style="list-style-type: none"> 4. To deliver extra-curricular provision as directed. 5. To give feedback by the end of the day to the appropriate Curriculum/Faculty Leader(s) 6. In the busy examination period, to carry out examination invigilation if required. 7. To participate fully In CPD for Teaching Staff 8. To perform any other reasonable duties as directed by the Headteacher when not covering for absent colleagues.
Personal qualities	<p>Friendly and approachable Ability to remain to remain calm and composed within a busy environment High expectations of self and students Effective behaviour management Flexible and adaptable Organised and able to prioritise workload Ability to work independently and as part of a wider team Ability to relate well to children and adults Willingness to undertake further training Desire to pursue a teaching career in the future</p>
	<p>This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultations taking into account the circumstances of The Trust and their implications.</p>

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