**Person Specification and Job Description**

**Post Title:** Cover Supervisor

**Grade:** C1 pt 12 – 17 (£21,589 – £23,836)

**Hours:** 37.5 hours per week, term time only plus 5 days

**Salary:** Actual starting salary £18,383 - £20,296

The successful candidate will become part of a team of supervisors, who will:

* Provide classroom cover for teaching staff who are absent (covering short term absences and INSET).
* Maintain an orderly and purposeful environment in which students can complete work set by the classroom teacher/department.
* Implement the academy’s Positive Discipline system and all relevant school policies.
* Report back to the team leader on a daily basis.
* Invigilate internal and external examinations when required.
* Accompany visits and field trips as required.
* Fulfil any other reasonable task requested by the Principal.

**Skills**:

Essential

* GCSE (or equivalent) qualification in English and mathematics.
* Good organisational/time management skills.
* Flexible approach to working.
* Ability to develop good, constructive and business like relationships with students/staff.
* Ability to adapt to different abilities, Key Stages, subjects and situations.

Desirable

* Experience of working with young people.
* Higher academic/vocational qualifications.
* A qualification in science (GCSE or above).