Job specification

# Job title Cover supervisor

# Responsible to Senior cover supervisor, Assistant Principal, Principal

**Key interface with** Curriculum Coordinator, faculties

# Salary Grade 7

# Contract 30 hours per week, 08:15 – 15:00

## Strategic purpose – what you are trying to achieve

* Outstanding supervision for students when their teacher is not present
* The continual improvement of cover supervision

# Key responsibilities – what you are responsible for

* Supervising students during lesson times when the normal teacher is absent
* Providing support for learning across the curriculum
* Promoting a positive learning environment and an achievement culture
* Being an exemplary role model for students and colleagues
* Promoting caring and productive relationships

# Key Competencies – skills and qualities you must demonstrate

* Good attendance and an abundance of energy
* Reliability and integrity
* The ability to challenge and support students
* High expectations of student achievement
* Good interpersonal skills
* The ability to function effectively under pressure
* The ability, when necessary to act quickly and decisively
* Preparedness to show initiative
* Good judgement and knowing when to seek advice or support
* The ability to engender a team spirit and a pride in Rawlins

# Specific tasks – what you must do

* Supervise students, in the absence of a teacher, ensuring they undertake work set by the teacher or department
* Maintain high standards of behaviour
* Support students in completing work set
* Enforce academy policies and ensure the health and safety of students under supervision
* Engage in on-going professional development and training
* When cover is not required, work alongside teachers in a supporting role
* Additional duties during social time in line with other members of teaching staff
* Participate in staff training days and other training opportunities in disaggregated time, as required
* Participate in Performance Management
* Participate fully in team self-reviews and other agreed procedures for monitoring the quality of provision
* Comply with all financial, safety, data protection, IT software licensing, child protection and equal opportunity requirements and any other relevant guidelines.
* Undertake any other reasonable duties as may be agreed from time to time with the Line Manager or the Principal
* Provide invigilation as required
* Engage in enhancement and enrichment programme of activity
* To uphold and promote the Rawlins Way
	+ *We respect and care for each other*
	+ *We work hard to learn and to achieve*
	+ *We face challenges positively together*
* Other reasonable duties that the Principal may ask you to perform

The duties outlined in this job description may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

*Rawlins is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment.*

*This post is subject to an Enhanced Disclosure and Barring Service check*

