



JOB DESCRIPTION

School: Central Foundation Boys' School

Position: Cover Supervisor

Pay Scale: NJC Scale 4 pt 8 – 11 (£27,507pa - £28,890pa – full-time equivalent; actual salary
£23,656pa - £24,845pa)

Working hours: full-time, 35h/week, term time only

Reports to: Senior Leader

Main Duties and Responsibilities

1. Teaching and Learning

- Supervise classes and the student learning during staff absence ensuring that the classroom environment is safe, productive, tidy and calm in the absence of the class teacher.
- Follow the instructions provided by the class teacher for the lesson.
- Deliver the content of the lesson as instructed by the class teacher.
- Help students follow the cover material.
- Keep students motivated and focused on task.
- Maintain good classroom discipline in line with the school behaviour policy and expected standards of behaviour.
- Work across different curriculum areas, including different subjects.
- Cover the lessons and duties as instructed by the senior leader in charge of cover.
- Assist with other school activities such as trips and school events.

2. General Duties

- Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enrichment.
- Review your own professional development and maintain professional standards.
- Carry out any other such duties as the post holder may reasonably be required to do.
- Comply with the school's health and safety policy.
- Participate in staff training as required.

3. Safeguarding

- Follow the school's policy in respect of safeguarding and child protection and ensure the health and safety of the students.

These duties may be varied at the reasonable discretion of the Headteacher.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced criminal record check will be carried out prior to confirming an offer of appointment.



PERSON SPECIFICATION

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Position: Cover Supervisor

Pay Scale: NJC Scale 4 pt 8 – 11 (£27,507pa - £28,890pa – full-time equivalent; actual salary
£23,656pa - £24,845pa)

Working hours: full-time, 6 cover periods / day, term time only

Reports to: Senior Leader

REQUIREMENTS

Education and experience

- Experience of working with children and young people in a school environment.
- Qualified teacher status or teaching qualifications from another country allowing one to obtain QTS within a year of commencing employment is desirable but not essential.

Skills, knowledge and abilities

1. Ability to work effectively as part of a team.
2. A good understanding of school curriculum and age-related expectations of learners.
3. Ability to communicate effectively.
4. Ability to effectively manage classroom behaviour.
5. Ability to use ICT to facilitate learning and for effective management and administration.
6. Ability to be flexible and adaptable depending on the day to day cover needs.
7. A commitment to inclusive education and equality of opportunity.

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