

Job Description: Cover Supervisor

School:	Dover Christ Church Academy
Grade:	Kent Range 5
Responsible to:	Line Manager
Disclosure Level:	Enhanced DBS
Working Time:	32.5 hours per week – Term time only

Purpose of the Job:

To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to maintain order and to keep students on task.

Key Duties and Responsibilities:

1. Supervise pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for students
2. Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate
3. Manage the behaviour of students whilst they are undertaking work
4. Collect any completed work after the lesson and return it to the appropriate teacher
5. Report back as appropriate using agreed referral procedures on the behaviour of students during the class, and any issues arising.

Individuals in this role may also undertake exam invigilation.

Person Specification: Cover Supervisor

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 2 Diploma (or equivalent)
EXPERIENCE	Successful recent experience of working with children of relevant age
SKILLS AND ABILITIES	Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.
KNOWLEDGE	Knowledge of procedures for supervising pre-prepared learning activities, providing feedback. Specialist knowledge of behaviour management. Knowledge and compliance with policies and procedures relevant to child protection and health and safety