

Job Description: Cover Supervisor

School:	The Towers School & Sixth Form Centre
Grade:	Kent Range 5 pro rata
Responsible to:	Line Manager

Purpose of the Job:

To supervise whole classes undertaking pre-prepared activities provided by a teacher during the absence* of a classroom teacher. The primary focus is to maintain order and to keep pupils 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 pupils.
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 pupils following the Schools procedure 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 pupils during the class, and any issues arising.

Individuals in this role may also undertake some or all of the following:

1. Undertake exam invigilation.
2. Display Preparation
3. Library Cover

* See Workforce Agreement Modelling Group (WAMG) guidance on Cover Supervision and guidance on Rarely Cover.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. For KCC purposes this post has been rated as DMA Level 1

Towers School and Sixth Form Centre

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.

	CRITERIA
QUALIFICATIONS	A good standard of education to include: <ul style="list-style-type: none">• GCSE – Maths and English• A-levels preferred
EXPERIENCE	<ul style="list-style-type: none">• Successful recent experience of working with children of relevant age.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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.