

PROPOSED JOB DESCRIPTION – COVER SUPERVISOR

Job details

Job title: Cover Supervisor

Grade: KR5

Reporting to: Faculty Lead

MAIN PURPOSE

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.

DUTIES AND RESPONSIBILITIES

1. Supervise pre-prepared activities and self-directed learning in the 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.
6. Support individuals or small groups as directed by the teacher.
7. Undertake exam invigilation as required.

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.



PERSON SPECIFICATION

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	<p>Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</p> <p>Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.</p>
KNOWLEDGE	<p>Knowledge of procedures for supervising pre-prepared learning activities, and providing feedback.</p> <p>Specialist knowledge of behaviour management.</p> <p>Knowledge and compliance with policies and procedures relevant to safeguarding, child protection, and health and safety.</p>