



## **PROPOSED JOB DESCRIPTION – LEAD COVER SUPERVISOR**

### **Job details**

**Job title:** Lead Cover Supervisor

**Grade:** KS-E (aka KR7)

**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.
8. To act as the main contact point for staff absence notifications – advise Headteacher/line manager and maintain records as appropriate.
9. Develop and maintain relationships with supply agencies, buying in cover if required.



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10. Re-room venues/classrooms that are booked/not available and communicate to staff within the cover list.
11. To develop and maintain a bank of relevant and meaningful teaching resources for the cover team, that is in line with each faculty's schemes of work.

**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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 2 Diploma (or equivalent).
<b>EXPERIENCE</b>	Successful recent experience of working with children of relevant age.  Experience of working with Management Information Systems
<b>SKILLS AND ABILITIES</b>	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.  Ability to organise and coordinate employees
<b>KNOWLEDGE</b>	Knowledge of procedures for supervising pre-prepared learning activities, and providing feedback.  Specialist knowledge of behaviour management.  Knowledge and compliance with policies and procedures relevant to safeguarding, child protection, and health and safety.