

## MAPLEDEN NOAKES SCHOOL

### JOB DESCRIPTION AND PERSON SPECIFICATION – COVER SUPERVISOR

**Job Title :** Cover Supervisor

**Grade:** MNS Range 5

**Responsible to :** Cover Manager

**Responsible for:** To supervise and support a group of pupils during the absence of a teacher; to ensure that pupils carry out the prepared lesson tasks; to keep students on task; to maintain good order; to ensure continuity and stability for the students.

#### **Key Responsibilities :**

- Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
- Manage the behaviour of the students whilst they are undertaking this work.
- Respond to any questions students may have.
- Deal with any immediate problems or emergencies according to school's policies and procedures.
- Collect any completed work and return it to the appropriate teacher.
- Report back to the teacher using the school's cover pro forma.
- Provide general clerical/administrative support eg entering data.
- Accompany staff of educational visits and out of school activities as required and take responsibility for a group under the direction of a teacher.
- Contribute to the overall ethos of the school.
- Contribute to major school functions as required.
- Attend and participate in meetings as required.
- Participate in training and other learning activities as required.
- As required and under the guidance of teaching staff, undertake a range of other activities to support student learning that may include contributing to lesson planning; evaluating and adjusting lessons; in class support.

#### **Person Specification :**

- Good level of education to include GCSE English and GCSE Mathematics (Grade 4/C or above) – A levels would be an advantage.
- Effective communication and interpersonal skills with both adults and children.
- Good ICT skills – can also use ICT effectively to support learning.
- Ability to work independently and use own initiative.

This job description is not designed to be an exhaustive list of duties and responsibilities but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary.

Signed : .....

Date : .....