

Job Description: Cover Supervisor

1. ROLE TITLE

Job Title:	Cover Supervisor
Reporting Line:	Office Manager
Hours:	37.5 hours per week, term time only (0.86 FTE), 8.00am - 16.30pm with an hour's unpaid lunch break

2. PURPOSE OF ROLE

To provide planned classroom cover, teaching the whole class in accordance with the teachers' plans. When not required for cover, including school lunchtime and in afterschool sessions, supporting the PE department with sports fixtures and practices and other co-curricular clubs such as Duke of Edinburgh Award and Combined Cadet Force. Also accompanying school educational visits and trips. Mentoring and coaching students is a possibility for the right candidate.

3. RESPONSIBILITIES

Key duties:

- Covering lessons in the absence of the timetabled teacher;
- Supervising the delivery of the cover work by effectively communicating the work set to students;
- Ensuring that the required resources needed in order to effectively deliver the covered lessons are available (the teacher will plan the lesson and provide resources for you to deliver);
- Managing the behaviour of pupils whilst they are undertaking set work to ensure a positive learning environment;
- Responding to any questions from pupils about process and procedures;
- Dealing with any immediate problems or emergencies in accordance with school policy and procedures;
- Collecting completed work after lesson and returning it to the appropriate teacher;
- Reporting back as appropriate, using the school's standard procedures on the behaviour of pupils during the class, and any issues arising;
- Act as a role model, setting high expectations of conduct and behaviour;
- Report pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management;
- Attend meetings and training sessions as required;
- Be involved in extra-curricular activities, e.g. open days, presentation evenings.



- Support PE and the wider school with co-curricular activities at lunch time and afterschool, attend trips, support the delivery of the Duke of Edinburgh Award and Combined Cadet Force.

5. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE

- Ability to work with a team
- Calm, confident behaviours around children and young adults
- A knowledge of the National Curriculum for KS3 and KS4 and advantage but not required
- Flexible and adaptable with the ability to use initiative.
- Excellent behaviour management and an inclusive ethos, willing to learn school behaviour systems and apply them consistently, and ask for support when needed.
- An ability to communicate clearly using standard English, GCSE 'C' grade or equivalent in English and Maths.
- Good IT skills and working knowledge of MS Office software.

