



**Name:**

**Job Description:** Classroom Cover Supervisor

**Grade:** KR5

**Employed for:** 37 hrs per week, term time only + 1 Day

**Hours:** 08.00 – 16.00 Mon – Thurs, 08:05 – 16:00 on Friday. Includes 35 min unpaid lunch break.

**Professional Relationships:**

**Responsible to:** Assistant Headteacher: Curriculum & Achievement

**Responsible for:**

**Purpose:** to supervise students in the absence of teachers so that the learning of students can continue. Supervise internal and external examinations.

### **Necessary Experience**

- Relevant Degree or Equivalent qualification
- Good numeracy and literacy skills (GCSE English and Maths or equivalent).
- At least 2 years' experience of working closely with children
- Ability to use basic technology (computer, email, photocopier etc.)
- Knowledge of policies and procedures relating to child protection, safeguarding, Health & Safety, security and confidentiality.
- Ability to relate well with children and communicate diplomatically and tactfully with adults (e.g. parents)
- Must be motivated and be able to work independently with minimal supervision.

### **Person Specification**

#### **Essential Skills**

- Take initiative
- Work under pressure
- Excellent organisation skills
- Excellent interpersonal skills

- Excellent attendance record
- Excellent administrative skills
- Ability to be proactive
- Ability to be flexible

### **Desirable skills**

- Experience of covering lessons in schools
- Knowledge of school routines
- Good ICT skills

### **Job Description**

Accountabilities	Indicative tasks/actions
Supervise classes when teachers are absent so that students complete the work set in a supportive environment	Registering classes Informing class of work set <i>Actively supervising the work of students</i> Distributing resources if appropriate Collecting completed work and return to appropriate staff
Invigilate internal and external examinations	Invigilate internal examinations Invigilate external examinations
Adhere to school policies and procedures so that students' learning is supported	<i>Follow school behaviour policy and ensure students follow the code of conduct</i> Having high expectations of all students Keeping abreast of relevant legislation
Supervise the Learning Resources Centre after School from 3:05pm until 4:00pm (Mon- Thurs) and 4:00pm on Friday.	<i>Actively supervising the work of students</i> Supporting the Learning Mentors with their work with students as required
Carry out administrative/supportive tasks when not being used for cover to support teachers, specific departments, and the work of the school generally	Filing Display work Collating material Helping classroom teachers with administrative tasks Helping the office staff with administrative tasks Invigilating students in exams

	Helping with fire drills Contributing to Enrichment Days
Work as part of a professional team in a manner that enhances the ethos of the school	Promoting positive values Suggesting ways of improving systems and procedures Seeking help and take advice Seeking opportunities for development

**Staff Development:**

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher and Head of School.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Head of School the other.

Signed: ..... Date: .....