



COVER SUPERVISOR

Scale Points 7 - 10

32 hrs per week: 39 wks per year (term time plus INSET days)

Job Description

Responsible to: Assistant Headteacher

Internal Contacts: All Teaching and Support Staff

Purpose of Post: To supervise classes during the short-term absences of teachers
To provide assistance to teachers when not required to provide cover or to provide administrative support to teachers, departments or school
To invigilate internal or external examinations

- To supervise a class of pupils when the timetabled member of the teaching staff is absent, as indicated by the Cover Co-ordinator
- To liaise with the appropriate curriculum leader with regard to the work to be given to the pupils
- To explain to the pupils the work set by the absent teacher
- To help pupils with the organisation of the work set and the materials and resources provided
- To organise and manage appropriate learning environment and resources
- To establish productive working relationships with pupils, acting as a role model and setting high expectations
- To work within the school's guidelines for rewards and sanctions
- To ensure an orderly start and finish to the lesson
- To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters ensuring the availability of appropriate evidence/records as agreed with the teacher

- To provide clerical and administrative support to teachers as agreed taking account of cover and teaching assistance priorities
- To invigilate both external and internal examinations as directed either as part of a team or on your own and comply with school policy
- To build a pack of resources that can be used in lessons as required
- To contribute to the overall ethos/work and aims of the school
- To support and participate in meetings as required
- To attend relevant in-service training, as required
- To respect the confidentiality of pupils, colleagues and the school at all times
- To carry out any task commensurate with the level of the post as requested by the Headteacher to relieve teachers from a range of administrative duties

April 2022

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Person Specification

Qualifications

- GCSEs in English and Mathematics, minimum grade C or grade 4

Experience

- Some knowledge of the working of a large comprehensive school
- Some understanding of the secondary school curriculum and the age related expectations of pupils
- Other experiences which have provided a preparation for this post

Skills / Knowledge

- Behaviour management strategies for dealing with a class of pupils
- Willingness to undertake any training necessary for the smooth introduction to the post, and then for its continued effectiveness
- Understand and respect social, cultural, linguistic religious and ethnic backgrounds
- Be able to build and maintain successful relationships with pupils; treat them equitably with respect and consideration
- Demonstrate and promote positive values, attitudes and behaviour
- Carry out the administrative and organisational requirements for the post in a prompt, competent manner.

Personal Qualities

You will have:

- A commitment to the best interest of the pupils
- Enthusiasm and a sense of humour
- Willingness to take responsibility
- A calm disposition and able to work under pressure
- The ability to work on your own or as part of a team
- The ability to communicate well with both pupils and adults
- The ability to work efficiently and harmoniously with all staff in the school

- Willingness to maintain a formal and professional appearance and a high standard of conduct at all times
- Understanding of and the ability to use ICT for the advancement of pupils' learning, using common ICT tools for their own and pupils' benefit
- The ability to communicate effectively and sensitively with pupils to support learning
- A good record of attendance and punctuality at work
- A commitment to the policies and practice of equal opportunities