**COVER SUPERVISOR**

# ROLE DESCRIPTION

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| Job title & Grade | Cover Supervisor |
| Reporting & Communication | Headteacher  Assistant Headteacher (Timetable)  School Business Leader |
| Hours | Full time 37 hours per week worked over 5 days, Monday to Friday |
| Annual Leave | Term time only incorporating pro rata annual leave entitlement and bank holidays |
| Probationary Period | 6 months from date of appointment |
| Job Purpose | Cover for periodic, short term absence of teacher colleagues |
| Additional Duties | None |
| General | The list of duties is not exhaustive and may be subject to other duties commensurate with the role. |
| Confidentiality | All employees are required to maintain confidentiality regarding any information about finance, students and employees. |
| Checks | This post is required to undertake a DBS check |
| Role Description | This role description is subject to review and change from time to time |
| Main Duties | * Providing supervision cover for hour long lessons during the school day * Usually used for cover when the teacher absence is short term, either through sudden illness or a planned absence * Manage the behaviour and learning of students * If no cover is required you will be expected to support students or accompany staff when they take groups of students out of school * You will need to be flexible and work with initiative * May be required to help teachers and support staff with preparation and production of classroom materials, some administrative work and exam invigilation * If you have a degree in a curriculum subject, you may be required to support specific departments in the delivery of these subjects * Creating a positive climate for learning in which you and the students will want to work and learn   Safe Working Practice   * Be aware and follow safe working practices within school. * Seek advice and guidance from senior staff if unsure.   General Activities   * Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. * Be aware of and support equality of opportunity for all staff and students. * Contribute to the overall ethos/work/aims of the school. * Appreciate and support the role of colleagues. * Attend and participate in relevant meetings, as required. * Participate in training and performance review, as required. * Any other tasks that may reasonably be required to support the smooth operation of the school. |

Signature of post holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature of manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure form from the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken my not be identified. This document must not be altered once it has been signed but will be reviewed regularly.

Employees will be expected to comply with any reasonable request for a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

# Person Specification

**POST: Cover Supervisor**

### **SCALE: Grade 5 Points 7 - 9**

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| **Area** | Criteria Requirement – E = Essential – D = Desirable | **Requirement** |
| **Knowledge, Skills and Attributes** | * You will need to be flexible and work with initiative | E |
| **Qualifications and Training** | * Degree in English, Maths, Science or other curriculum related subject | D |
| **Experience** | * Working in an educational setting | D |
| **Personal qualities** | * You will need to be good humoured, resilient and enjoy the challenge of working with young people * Able to multi-task * Enthusiastic * Flexible and proactive * Tolerant/resilience * Calm and responsible * Confident dealing with students | E  E  E |