

JOB DESCRIPTION

Job Title:	Cover Supervisor
Grade:	Scale 5 Point 11 – Actual Salary £25,559.71
Hours / Weeks	36 hours per week/39 weeks per year
Reports to:	Deputy Headteacher

Purpose of the Job

1. To ensure high quality in-class supervision for students when teachers timetabled for classes are absent.
2. To promote a positive student-focused approach, encouraging high levels of teaching and learning.

Cover Duties/Responsibilities

Professional Duties

- To keep to the professional expectations and expected conduct as any member of the teaching staff.
- To adhere to the dress code for teaching staff.
- To have the responsibility to safeguard and promote the welfare of children at all times.
- If the teacher being covered returns, liaise with Cover desk so teaching staff can be released.
- To attend school INSET days during which staff will work with a department or attend training specific to the role as organised
- To support a linked department in the school when not required to be covering lessons.

Facilitating Lessons

➤ Prior to lesson

- Where possible, ensure work is collected and checked for understanding prior to the lesson commencing (If necessary liaise with Head of Department).
- Arrive punctually to the start of the lesson with all the necessary resources

➤ Start of lesson

- Meet and greet students as expected of non-negotiables (see attached copy)

- Ensure class is organised according to seating plan
 - Take a register of students in attendance
 - Share learning objectives and outcomes as expected of non-negotiables
 - Distribute required resources
 - Direct any teaching support staff to appropriate students and with instructions indicated on cover lesson proforma
- **During the lesson**
- Support students with their learning offering additional assistance where necessary and offer encouragement and praise where appropriate
 - Implement the school's behaviour policy to assist with student management (see attached copy)
 - Ensure the health and safety of all students and staff in the lesson – if in doubt call for a senior member of staff by sending a student to the nearest office
- **End of lesson**
- Provide feedback to the colleague for whom you are covering on both the students' work and behaviour using the cover proforma.
 - Photocopy a copy of the proforma and put in line manager's pigeon hole.
 - Ensure room is left tidy at the end of the lesson.

Promotion of School Values

1. To contribute to whole School events as and when required.
2. To support and contribute to the School's commitment to safeguarding all students.
3. To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
4. To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

PERSON SPECIFICATION

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Qualifications	
Essential	Desirable
<ol style="list-style-type: none"> 1. Degree in curriculum related subject 2. GCSE grade C in English and Maths or equivalent 	<ol style="list-style-type: none"> 1. Higher Degree 2. Qualified Teacher Status
Experience	
<ol style="list-style-type: none"> 3. Teaching experience in key stage 3 and 4 (or equivalent) 4. The ability to use ICT effectively 5. Evidence of good classroom management skills 	<ol style="list-style-type: none"> 3. Successful teaching experience in multicultural context 4. A commitment to offering an extra curricular activity 5. Evidence of further continuing professional development e.g. attendance at relevant INSET
Knowledge/Skills (Ability to)	
<ol style="list-style-type: none"> 6. A passion for education 7. A willingness to learn and develop new skills 8. An ability to demonstrate a good level of written and oral communication skills 9. Resilience and a sense of humour 	
Personal Attributes	
<ol style="list-style-type: none"> 10. Commitment to the highest standards of child protection 	<ol style="list-style-type: none"> 6. Involvement in creative and innovative teaching developments