



Job Description/Person Specification

Cover Supervisor

Herts Pay Scale H4 - up to 32 hours a week, term time plus 1 week

About the role:

We are looking to recruit a Cover Supervisor to support lessons for absent teaching staff. Applicants should be confident, supportive and possess good interpersonal and communication skills. Potential candidates must enjoy working with young people and have an empathy for their situation.

Responsible to: Assistant Headteacher

Main Areas of Responsibility:

- To deliver to a high standard with limited preparation lessons where the normal cover has been left
- Take tutor sessions, involving registering students and delivering themed powerpoint presentations
- Provide a positive environment for learning by following the school's behaviour policy
- To undertake INSET and training relevant to the role
- To collect work at the end of lessons and return to the teacher, along with any feedback regarding pupils' behaviour
- To regularly liaise with the Cover Manager
- To participate in the school's monitoring evaluation procedures, including the annual Performance Review programme
- On occasions when cover is not needed, Cover Supervisors may also be required to carry out the following agreed tasks:
 - Administrative tasks
 - Support identified SEN pupils in lessons
 - Undertake induction and training on the full range of school policies and procedures
 - Attend weekly staff briefings

Skills and Qualifications

- 5 GCSEs or equivalent including a C in both English and Maths
- Experience in the use of ICT
- Knowledge of current developments in supporting Teaching & Learning
- A strong regard for pupil safety and well-being
- A professional attitude to your work
- A positive approach to working with children and the ability to motivate, inspire and build rapport
- Understanding of helping vulnerable children

This is not an exhaustive list and additional tasks or responsibilities may be required.

December 2024

