



Job description

Job title:	Cover Supervisor	Team:	Curriculum Assistants
Reporting to:	Assistant Head, Teaching and Learning	Contract:	Term time including 5 inset days (39 weeks)
Grade:	Grade 6	Hours/week	37 hours

Main purpose of the role

Undertaking cover for teachers in classes and other administration duties as required in support of the teaching staff.

Principal responsibilities

Class based: supervising classes for absent staff (up to 25 hours/week)

To receive the work from the cover manager or curriculum leader and to ensure that all students complete the work set.

To cover tutor groups when required.

To take the attendance register for the classes supervised.

To complete the class supervision report for the cover manager.

To undertake administrative support for teachers, as determined by the curriculum leaders.

To report any incidents involving students to the curriculum leader.

School based

To provide administrative support for, and at times accompany, school events, trips and work experience.

To invigilate examinations.

General administration (e.g. using SIMS database, letters, files, phone calls, CCTV);

To provide administrative support to the teaching staff which will include filing, collating reports, preparation of teaching materials, classroom displays, stocktaking, maintaining department records etc.

To act as a member of the Communications Team assisting with duties as and when necessary: answering the telephone, covering reception, taking messages, transferring calls, assisting with photocopying.

Carry out other duties relating to the core purpose of this job specification as required.

Person Specification	Cover Supervisor Criteria
Qualifications & Training	<ul style="list-style-type: none"> ● Minimum to GCSE (grade C/level 4 or above) or equivalent, including maths and English.
Skills / abilities	<ul style="list-style-type: none"> ● Personal impact and presence ● Excellent record of punctuality and attendance ● Commitment, integrity, resilience ● Adaptability to changing circumstances and new ideas ● Energy, vigour and perseverance ● Ability to show initiative ● Enthusiasm and a sense of humour ● Care and attention to detail, and a methodical approach to work ● Good communication skills, including the ability to negotiate sensitively in order to complete tasks efficiently ● Good literacy and numeracy skills ● Good organisation skills and personal time management ● Confidence to assess situations and respond when no source of immediate advice is at hand ● Ability to recognise and respect confidentiality ● Flexibility as a team member ● An interest in career development while working in the post ● An interest in the education of young people
Knowledge	<ul style="list-style-type: none"> ● A good level of experience of PC applications in Windows/ Google Apps ● Experience with using Management Information Systems and the internet ● An interest in developing work-related IT systems

Experience	<ul style="list-style-type: none">● Working with children and young people● Demonstrable success in a similar post● Relevant experience of working in a complex organisation would be helpful
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For all staff

You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

Matthew Arnold School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to enhanced DBS check.