



Fulbrook

Your School for Life

Cover Supervisor - Job Description

JOB TITLE: Cover Supervisor

RESPONSIBLE TO: Deputy Headteacher

JOB PURPOSE: Under the direction of the Deputy Headteacher and/or another nominated member of the senior team, to manage classes of students when their regular teacher is absent

Main duties and responsibilities:

1. To supervise and manage classes of students, following the lesson plan that has been left for cover purposes, overseeing the completion of the work which has been set, when a member of staff is absent, either planned or through illness.
2. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
3. To assist teachers with educational activities in the classroom to support pupils' learning and development.
4. To work with individuals and groups to support expectations of acceptable personal and social behaviour and on basic tasks help to make these part of the learning experience
5. To work effectively with colleagues as part of a team, at all times working within the school's policies and procedures.
6. To attend staff meetings, participate in appraisal arrangements and undertake training and development activities.
7. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
8. To undertake tasks of a similar nature and level, as directed by the Deputy Headteacher/senior team.

Please note part of the working hours includes a 20-minute lunch duty each day.



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Cover Supervisor - Person Specification

Attributes	Essential	Preferred
Education / Qualifications	<ul style="list-style-type: none">• Educated to GCSE level or equivalent in English and Maths	
Experience	<ul style="list-style-type: none">• Previous experience of working with children in an educational setting	<ul style="list-style-type: none">• Experience of working in a secondary/upper school setting
Knowledge / Understanding	<ul style="list-style-type: none">• Understanding the needs of children in an educational setting• Basic IT skills	<ul style="list-style-type: none">• Knowledge of how children learn
Skills	<ul style="list-style-type: none">• Ability to work collaboratively with others.• Willingness to undertake training as required to support student/school needs	<ul style="list-style-type: none">• Current first aid qualification.• Up to date or relevant training to work with children with special educational needs and disabilities
Personal Characteristics	<ul style="list-style-type: none">• Willingness to be flexible• Punctual and reliable• Commitment to equality principles	
Other	<ul style="list-style-type: none">• Will be required to undergo an Enhanced DBS (Disclosure and Barring Service) Check	