



SIR JOHN LEMAN HIGH SCHOOL & SIXTH FORM

Job Description

Job Title: Cover Supervisor
Responsible to: School Support Manager
Salary: Grade 4, Scale Point 9 – 12

General Responsibilities:

All school staff are expected to:

- Work towards and support the school's strategic vision and the objectives
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Principal Duties

To work in the lesson/activity allocated by the School Support Manager, under the direction of the relevant Head of Department, to cover for absent teaching staff, which will involve:


- Taking an electronic register at the beginning of each class.
- Advising the students of the work set. This should be provided either by the Head of Department, or by the absent teacher.
- Managing the behaviour of the students to ensure a constructive and positive learning environment.
- Dealing with any immediate problems or emergencies according to this School's policies and procedures.
- Collecting the work at the end of the lesson.
- Reporting back to the Head of Department or School Support Manager.

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

Person Specification

- The ability to manage student behaviour and supervise the completion of work set for the cover lesson.
- Self-confidence in decision making, and ability to be assertive when required.
- Good communication skills.
- Preferably some previous school based employment or experience.
- Computer skills are essential.
- Educated to 'A' Level standard or equivalent.
- Well-developed sense of humour.
- Enthusiasm and resilience.
- Confidence to lead students across the age range of 11 – 16.
- Experience using the SIMs system would be an advantage.

Our Core Values:

	
Our core values We believe in:	Our vision
Opportunity	We are ambitious for every child in our trust schools and we are dedicated to success for all. The decisions we make as a trust and the way we work is built upon what is right for the young people in our care.
Community	Each school will be a distinctive community that builds confidence in young people. Pupils will grow as individuals, work together and develop an understanding of the world around them.
Excellence	Every child will thrive in a strong school. Expert teachers, supported by strong leaders, bring to life a curriculum that gives pupils the knowledge and skills to succeed.

