



Watford Grammar School for Boys

Rickmansworth Road, Watford WD18 7JF Tel: (01923) 208900 Fax: (01923) 208901

www.watfordboys.org

Headmaster: Mr I Cooksey MA (Oxon) MA (Lond)

COVER SUPERVISOR

The Position

Cover Supervisor:

The role of the Cover Supervisor is to supervise a class of pupils in the absence of a teacher. This position requires no active teaching, marking & planning. This will be the primary role across the school day with Form/Registration cover.

On occasions, when cover is light, such as at the beginning of terms, Cover Supervisors may also be required to carry out the following tasks:

- Help with the supervision of isolation
- Help with the invigilation of exams
- Carry out suitable administrative tasks

Key Responsibilities

Key duties involve supervising students to complete the tasks set by the absent teacher.

Enforce school behaviour policies, manage conflicts and keep pupils focused.

Collect completed work if requested and report on any student progress, behaviour or issues to the main teacher or relevant staff

Fostering a positive environment.

Adhere to child protection and safeguarding procedures

The Candidate – Person Specification

Experience of working with children (either paid or unpaid capacity) preferably in an education setting is desirable.

This post is suitable for an individual who is keen to gain classroom experience.

You may well be considering teaching as a career but not yet, be certain whether this is your chosen career path.

Ideally we are looking for:

- An organised, thorough and committed individual with a strong ability to maintain discipline and focus.
- To have the skills and confidence needed to keep the class motivated.
- Above all, someone who possesses great energy, enthusiasm and dedication, and who is willing to throw themselves wholeheartedly into the life of this busy school

