

## **Job Description**

### **COVER SUPERVISOR**

**Responsible to:** Deputy Headteacher

**Purpose of the job:** To supervise classes during short-term absence of teachers.

#### **Key Responsibilities:**

- To discuss cover work with teachers for planned absence
- To liaise with the appropriate staff (subject leaders, teachers and support staff) regarding the work set so that the requirements are fully understood
- To provide students with clear information and instructions relating to the work they are to complete
- To supervise the work that has been set by a teacher
- To manage the behaviour of students whilst they are undertaking this work in order to ensure student safety and to create an environment conducive to learning
- To respond to any questions from students about process and procedures
- To deal with any immediate problems or emergencies according to the school's policies and procedures
- To understand and follow the school's policies and, in particular, celebrate success whenever possible
- To collect the completed work after the lesson and pass to the appropriate teacher
- To work in the role of cover teaching assistant or assist with school admin duties in the event of no teacher cover being required.

This job description sets out the duties of the above post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

## **Person Specification**

### **Essential: Educational Qualifications**

- A good general education, including relevant qualifications in Literacy and Numeracy (preferably equivalent to NVQ Level 2 / GCSE Grade C)

### **Desirable: Professional Experience, Knowledge and Understanding**

- Experience of working with children of a relevant age



- Experience of working as part of a team
- An interest in and understanding of approaches to learning
- Ability to use ICT
- Ability to communicate clearly both orally and in writing
- Ability to manage young people in a structured setting

### **Essential: Personal Qualities and Skills**

Ideally, we are looking for someone who:

- Has strong interpersonal skills
- Can motivate, enthuse and inspire students
- Is energetic, creative and enthusiastic
- Is co-operative, flexible and responsible
- Is reliable, well organised and committed to high standards
- Is patient, optimistic and has a good sense of humour
- Is able to prioritise
- Is able to maintain confidentiality
- Has excellent punctuality and attendance.

The post holder has a responsibility to actively implement the school's commitment for the safety and welfare of young children/young people.

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