

Job Description

Post: Cover Supervisor

Grade: H6

Hours: Part Time (3 days per week)
6.75 hrs per day (8.30am-3.45pm), 20 hours 15 mins per week
Term time plus pro rata INSET days

Responsible to: Assistant Headteacher

Job purpose:

To supervise classes and groups of students during the short-term absence of the assigned teacher or on other occasions as requested by the Headteacher.

Key Responsibilities and Tasks

Supervising classes

- To register students according to the school procedure during daily registration and lessons.
- To support students' learning as effectively as possible by supervising classroom activities using the cover work supplied or under direction of the Head of Department.
- To supervise morning tutor periods using the work provided under the direction of the Head of Year
- Manage the behaviour of students whilst they undertake the work set, ensuring a constructive environment.
- Respond to any questions from students about process and procedures.
- Deal with any problems or emergencies according to the school's policies and procedures.
- Liaise with the head of department if work is unclear or inadequate.
- Collect completed work after the lesson and pass it to the appropriate teacher.

Supporting the school

- To undertake INSET and training relevant to the role.
- To assist with lunch time supervision
- To invigilate internal and external exams when required
- To accompany visits, field trips and out of school activities as required
- During periods where class supervision is not required, to assist with other student centred and administrative tasks as requested.
- Liaise, advise and consult with other members of staff as required.

Person Specification

The successful candidate will need to be able to demonstrate that they:

- have excellent communication skills with adults and students
- are highly motivated and organised
- are able to work effectively on their own and as part of a team
- are able to motivate and inspire students to learn
- are willing to contribute to the broader life of the school
- are willing to participate in training and performance management and development
- are willing and able to learn and use the school's IT software and databases as appropriate
- have a sense of humour

The school undertakes to support applications for CPD to enable the post holder to fulfill their role to their optimum capacity.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Hitchin Girls' School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in any aspect of their work. An enhanced DBS check is required for all posts,

These responsibilities may be amended at any time in the future in order to respond to the changing demands and needs of the school.