

Cover Supervisor **Job description**

Post-title: Cover Supervisor

Job Grade: H5

Hours: 30 Hours per week (Term-time + Inset)

Responsible to: Assistant Headteacher

Job Purpose

- To supervise classes during short-term absence of teachers

Key Processes and Responsibilities

- To liaise with Directors of Learning, teachers, administration staff under the direct supervision of the Assistant Headteacher.
- To supervise the work that has been set by a teacher
- To manage behaviour of students whilst they are undertaking this work, 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 follow the school behaviour for learning policy and, in particular, celebrate success whenever possible
- To collect the completed work after the lesson and pass to the appropriate teacher
- To discuss cover work with teachers for planned absence, if the situation were to arise where no cover is required.

Person Specification

1. Educational Qualifications

- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English

2. Professional Experience, Knowledge and Understanding

- Working with children of relevant age
- Working as part of a team
- Effective practice and approaches to learning
- Ability to use ICT
- Able to communicate both orally and in writing
- Able to manage pupils in a classroom setting

3. Personal Qualities and Skills

Ideally, we are looking for someone who:

- Has strong interpersonal skills
- Adaptable attitude to suit school needs.
- 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 with a sense of humour
- Is able to prioritise
- Is able to maintain confidentiality

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.

Longdean School is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory DBS Disclosure form and satisfactory references.

Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you are required to complete the 'Disqualification by Association declaration form. Should you be successful in your application for this post your appointment cannot be progressed without this declaration.

Longdean School operates a no-smoking policy.