

Job Description

Job title	Cover Supervisor	Grade	LBR5
School	Oaks Park High School		
Reports to	Deputy Headteacher		
Responsible for	N/A		
Purpose of job			
<ul style="list-style-type: none"> ● To provide short-term absence cover while contributing to the provision of a full learning experience and securing the safety, welfare, and educational engagement of all students ● To be available to support teaching staff who undertake educational visits. ● To promote positive attitudes towards education and act as a positive role model within the school community 			
Main duties and responsibilities			
<p>Teaching & Classroom Operations</p> <ul style="list-style-type: none"> ● Provide short-term absence cover, ensuring a high-quality learning experience for students that meets internal quality standards. ● Use a variety of delivery methods to stimulate learning appropriate to student needs and the demands of the set work. ● Promote high standards of punctuality, attendance, uniform, and behaviour through consistent, proactive daily engagement. ● Maintain behaviour in accordance with the school's procedures and encourage good practice with regard to standards of work and learning. ● Participate in educational visits. <p>Student Intervention & Pastoral Support</p> <ul style="list-style-type: none"> ● Identify pupils who require additional support within the classroom and help facilitate appropriate interventions. ● Act as the first point of contact for students seeking assistance with their learning, keeping clear records and referring concerns promptly. ● Contribute to the school's Pastoral System, utilising opportunities to work with tutors and Pastoral leaders. ● Cover Registration periods as required. <p>Collaboration & Supporting the School</p> <ul style="list-style-type: none"> ● Collaborate closely with teaching staff, Team Leaders, and Pastoral Leaders to ensure appropriate work is set, completed, and followed up on. ● Model teamwork, professionalism, and proactive communication across all departments. ● Play a full part in the life of the school community, including a commitment to promoting and supporting extracurricular clubs and activities. ● Invigilate internal and external examinations as and when required. ● Undertake clerical duties when requested. <p>Resources & Health and Safety</p> <ul style="list-style-type: none"> ● Manage your assigned classrooms, ensuring the accommodation is maintained to provide the best possible learning environment for students. ● Ensure that health, safety, and child protection policies and procedures are adhered to, reporting all concerns to the appropriate person 			

**Knowledge, Skills, and Expertise**

- Keep up to date with developments in pedagogy and how they can be applied to learning in the classroom.
- Be committed to your own professional development and attend relevant training and learning activities as required.

General

- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- Be responsible for your own health and safety, as well as that of colleagues, students and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The job description does not form part of the post holder's contract of employment.

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Education and Qualifications:			
<ul style="list-style-type: none"> ● Good numeracy and literacy skills (Equivalent to Level 2) 			
Experience/Knowledge/Skills:			
<ul style="list-style-type: none"> ● Developing an understanding of the requirements for high-quality teaching. ● Excellent communication skills and the ability to relate to people at all levels. ● Good numeracy and literacy skills (equivalent to Level 2) and the ability to use IT effectively in all aspects of your work. ● Ability to maintain good relationships with staff and students, and work collaboratively with a wide range of groups. 			
Personal Attributes:			
<ul style="list-style-type: none"> ● Enthusiastic, hardworking, and demonstrates a strong commitment to working as part of a team. ● Ability to deal sensitively with pupils, parents, and colleagues. ● Flexible, able to work on own initiative, and capable of coping with the demands of a large comprehensive school 			
Other job requirements:			
<ul style="list-style-type: none"> ● Enhanced DBS check. 			