



# Cover Supervisor

<b>Reports To</b>	Cover Manager
<b>Role Purpose</b>	To manage a classroom, while supervising and supporting students engaged in learning activities, and ensuring that students remain on task with the work that they have been set during the short-term absence of the class teacher.
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Ability to set and maintain high standards</li> <li>• Ability to safely manage classroom activities, and learning resources</li> <li>• An understanding of a range of strategies to deal with classroom behaviour as a whole, group behaviour and individual behaviour</li> <li>• Ability to prioritise tasks, manage time effectively and meet deadlines</li> <li>• Ability to work on own initiative with minimum of supervision</li> <li>• Ability to relate well to students, be an effective role model and motivate students to achieve success</li> <li>• Ability to develop and maintain effective working relationships</li> <li>• Ability to work as part of a team</li> <li>• Discrete and considerate when dealing with sensitive and confidential matters</li> <li>• Provide assistance to classroom teachers to enhance student learning and engagement, provide administrative support to a designated curriculum area during periods of low cover demand</li> <li>• Excellent organisational skills</li> </ul> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>• Evidence of relevant personal and professional development</li> <li>• Experience of working with students aged 11-16</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. Co-operate with the employer on all issues to do with health, safety &amp; welfare.</li> <li>• Support the school's implementation of all other current statutory requirements</li> </ul> <p><b>Continuing Professional Development – Personal</b></p> <ul style="list-style-type: none"> <li>• Actively pursue own personal development and take full advantage of training provided</li> <li>• Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.</li> <li>• Participate in new initiatives and future changes in service delivery improvements to support the objectives of the school.</li> <li>• Undertake such duties as may be considered appropriate in line with the needs of the school.</li> </ul>
<b>Qualifications and Training</b>	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• A good level of general education including GCSE, (grade A-C), or equivalent, in maths and English</li> <li>• Ability to demonstrate a willingness to attend appropriate training and development</li> </ul>
<b>Hours</b>	28.33 hours per week, Monday to Friday. Term time only (39 weeks)
<b>Salary</b>	Grade C: £16,496-£17,189 (£25,186-£26,244 FTE). Salary shown for 28.33 hours per week.

<b>Contract</b>	Permanent
<b>Additional information</b>	This job description is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties and the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.