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# Hitchin Boys' School

## Job Description

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**Position: Cover Supervisor**

**Reporting to: Cover Manager**

**Working hours: 30 hours per week Monday-Friday 8.30am – 3.30pm**

**Working weeks per year: 38 (Term Time)**

### **Main purpose**

To supervise classes in the absence of teaching staff, ensuring that work set is completed to a high standard and behaviour is in line with our behaviour policy.

When not covering for teaching staff, the post-holder is also expected to undertake tasks under the direction of the Cover Manager and/or SLT.

### **Key duties and responsibilities**

Typical duties and responsibilities associated with this role are outlined below. However, these may change at the discretion of the Cover Manager. It is therefore vital that the postholder demonstrates a willingness to be flexible and versatile within the role.

- To discuss cover work with teachers for planned absences.
- Liaison with appropriate staff regarding work set so that requirements are fully understood.
- To provide students with clear information and instructions relating to work they are to complete.
- To supervise work set by teaching staff.
- To manage the behaviour of students whilst they are undertaking set work to ensure student safety and create an environment conducive to learning.
- To respond to questions from students.
- To deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- To understand and adhere to the school's behaviour policy and to celebrate success.
- To collect completed work after the lesson and pass it to the appropriate teacher when required.
- To provide support as appropriate in the event of no teacher cover being required.
- Where required to undertake a weekly morning break duty, supervising students in and around the school premises.
- To demonstrate an active commitment to the safety and welfare of young people in the school's care.

### **Person Specification**

#### **Educational Qualifications**

- A good general education, including qualifications in English and Mathematics (equivalent to GCSE Grade 5)

#### Employment Experience

- Experience of working with children of secondary school age (desirable)
- Experience of working as part of a team

#### Personal Qualities and Skills

- Strong interpersonal skills
- Ability to motivate, enthuse and inspire students
- An interest in and understanding of differentiated 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
- Creative and enthusiastic
- Co-operative, flexible, punctual and responsible
- Reliable, well organised and committed to high standards
- Patient and optimistic, with a good sense of humour
- Ability to prioritise workload and to use initiative
- Ability to maintain confidentiality

*The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.*

*This job description is subject to review and may be changed following 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.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.*

*All staff will be subject to an enhanced check with the Disclosure & Barring Service.*

Print name .....	Print name .....
(Member of staff)	(Line Manager)
Signed .....	Signed .....
(Member of staff)	(Line manager)
Date .....	Date .....
(Member of staff)	(Line Manager)