

COVER SUPERVISOR

JOB DESCRIPTION

Responsible to: Cover Manager/Senior Team

Salary Scale: 5

32.5 hours per week (term time only)

Plus TED days

Job Purpose

Cover Supervisors will provide supervision for groups of students, to ensure that learning continues and will provide continuity when usual class teacher returns.

Job Outline

Cover supervision is a responsible role, involving as it does taking sole charge of a group of students. Staff undertaking classroom supervision will need to:

- Have the necessary skills to manage safely classroom activities, the physical learning space and resources for which they are responsible.
- Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.
- Have an understanding of teaching strategies and the structure of a good lesson.
- Undergo necessary training
- Understand ICT and be able to use it to support the learning of students.

Job Description

Cover Supervision will be required to:

- Liaise with the relevant 'Area Manager'/Cover Manager to collect set work/details for the lesson/day.
- Supervise work that has been set in accordance with School policy
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive working environment. Offer praise where appropriate.
- Respond to any questions from students.
- Deal with any immediate problems or emergencies according to the School's policies and procedures, as set out in the Staff Handbook.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the School's agreed referral procedures on the behaviour of students during the lesson, and any issues arising.

Qualifications, Knowledge & Skills Required

- Minimum of GCSE grade C Maths and English or equivalent
- Good numeracy, literacy and IT skills
- Ability to relate well to both adults & students
- Work constructively as part of a team understanding school roles & responsibilities & own position within these

Other Duties

- Maintain personal and professional development to meet the changing demands of the role
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility for this job.
- When not employed covering absent colleagues, cover supervisors will undertake a role across the school, supporting enrichment and the school's house system, as 'enrichment supervisor', which has demands and complexity commensurate with the cover supervisor role.