

Cover Supervisor Job Description and Person Specification

It is essential that all staff actively promote the aims of The College –

- To ensure every student develops their potential to flourish and be successful
- To have high expectations of all staff and students
- To respect all those in our community locally, nationally and internationally

Line Manager: Senior Cover Supervisor

Responsible for: To supervise whole classes during the absence of a teacher, maintaining good order and ensuring the students make good progress in the lesson.

Responsibilities:

- To uphold the College rules and ethos
- To observe Health and Safety Regulations
- Receive and register the class
- To communicate the work set by the class teacher to the students
- To follow all instructions as directed by the class/lead teacher
- Supervise work that has been set by the absent teacher and monitor student progress, giving assistance to the class or student as required
- To promote positive student behaviour and conduct according to the school behaviour policy
- Classroom management and organisation
- Daily registration/mentoring of selected students
- To assist with examination invigilation
- Accompany staff on educational visits
- Assist with administration

The post holder will be expected to perform such duties as may be reasonably required by the Headteacher and that these should be in line with national legislation and current conditions of service.

Person Specification (E = Essential and D= Desirable)

Relevant qualifications with Level 2 Maths and English	E
Curriculum knowledge and experience to support self-directed learning	E
Knowledge and compliance with policies and procedures e.g. Health & Safety, Child Protection, GDPR	E
Knowledge of behaviour management techniques	D
Competent in the use of ICT e.g. Word, Excel and use of the internet	E
Experience of working in a secondary school environment or working with young people	D
Experience of working as a Cover Supervisor	D
Ability to undertake all necessary training	E
Ability to work in partnership with students, maintaining good behaviour and enabling them to learn and progress	E
Commitment to the safeguarding and welfare of all students	E
Ability to maintain confidentiality at all times	E
Ability to maintain records and information accurately	E
Able to establish good and collaborative working relationships	E
Excellent communication, planning and organisational skills	E
Able to follow instructions accurately, but to use initiative when required	E
Able to implement the necessary routines and set high expectations	E
Helpful, positive, calm and caring nature	E