

Cover Supervisor

Job Title:	Cover Supervisor
Salary:	Band 4
Weeks Worked:	39 weeks (terms time + Inset)
Hours:	37 per week. 8am-4pm Monday to Thursday and 08.15am to 3.45pm Fridays

Purpose:

The primary task of the cover supervisor is to take classes in the absence of teachers ensuring the minimum negative impact of this absence on students' progression and learning.

Tasks: The Cover Supervisor will:

1. Undertake whole class supervision in the absence of the class teacher, setting work previously prepared by teachers or from a pre-prepared bank of lessons.
2. Prepare and deliver appropriate lessons in the absence of pre-prepared work
3. Develop curricular knowledge as required by the Academies
4. Apply the Academies' behaviour management policy
5. Set homework independently or previously prepared by teachers
6. Mark elements of class work and homework under the guidance of appropriate teachers
7. Undertake observations of the pupils and contribute to pupil records
8. Administer (and mark) class tests
9. Supervise the work of any Teaching Assistant allocated to work with students in the class
10. Attend appropriate meetings to contribute to the discussions about individual pupils
11. Attend Parents' Evenings, as required, to contribute to the discussions about individual pupils' progress
12. Provide consistent and effective support in line with the requirements and responsibilities of your role
13. Take part in training activities offered to further knowledge
14. Abide by and work towards all the policies within the Academy e.g. behaviour management, Health & Safety, Equal Opportunities
15. Carry out the above duties in accordance with the Equal Opportunities Policy.

Person Specification: Cover Supervisor

Experience

Essential

- Evidence of ability to communicate effectively, both orally and in writing, to students.
- Evidence of the ability to work independently, using own initiative and be able to make decisions confidently.
- Knowledge of educational systems

Desirable

- Knowledge and experience of school management systems would be of benefit but training for the correct individual would be provided immediately after a post is occupied.
- The ability to be analytical and to use initiative, and the desire to learn new systems and procedures.

Abilities, skills and knowledge

Essential

- Exceptional interpersonal and communication skills
- Ability to solve problems
- Energy, enthusiasm and determination
- High degree of computer literacy
- Commitment, reliability and integrity
- Creativity and innovation and the ability to solve problems
- Presence and self confidence

Desirable

- Cheerful manner
- Empathy with students

Education & qualifications

Essential

- 5 GCSE (or equivalent) at grade C or above including English and Mathematics
- A Level qualifications or equivalent

Desirable

- ICT GCSE (or equivalent)
- Degree level qualification