

JOB PROFILE

Job Title	Cover Supervisor
Department	Curriculum Support
Hours	32.5 hours per week Term time only – 8.00 a.m. – 3.10 p.m.
Salary	WMAT Pay Grade WA3 £16,585-£19,648 FTE
Responsible to	Attendance and Progress Intervention Lead
Date completed/revised	September 2018

JOB PURPOSE

To support the teaching staff and provide class supervision when a teacher is absent and play an important role in the school cover system. To carry out general administrative tasks when not supervising lessons.

KEY ACCOUNTABILITIES

- To be responsible for classroom supervision under the direction of the Assistant Headteacher or Head of Department.
- To communicate the work set by the class teacher to the pupils.
- To observe health and safety regulations.
- To uphold the code of conduct and ethos.
- To make classroom observations.
- Classroom management.
- To invigilate examinations.
- To accompany staff on school visits.

- To assist with classroom displays and general administrative tasks.

TASKS

These tasks serve to indicate the range of duties and level of responsibilities involved. Although the list is not exhaustive and may include other duties, which may reasonably be regarded as within the nature of the post as defined, any changes of a permanent nature shall be incorporated into the job description in specific terms.

- To oversee the using of books and equipment necessary for the lesson.
- To maintain good order in the classroom.
- To assist pupils where necessary and if possible seek appropriate assistance or advice.
- To oversee the collection of books and equipment at the end of the lesson and ensure they are returned to the appropriate place.
- To ensure the pupils tidy and leave the classroom in good order.
- To return work etc. to the class teacher and inform him/her of the point reached by the pupils.
- To report any problems, difficulties, successes, etc., to the class teacher via the cover lesson work sheet.
- To accompany staff on school trips when necessary and work under the direction of the trip organiser.
- To carry out general administrative tasks as directed, and assist with classroom displays.
- To undertake exam invigilation when necessary.



COVER SUPERVISOR PERSON SPECIFICATION

Full and intensive training will be given as part of the induction process, but the candidate must have a mature and responsible attitude to the job.		
	Desirable	Essential
Education and training		Minimum GCSE C grade or equivalent in at least English and Mathematics
	Knowledge/experience of SIMS.	Experience using Microsoft applications including Word, Excel, Power Point and Outlook.
Experience	Experience of working in a school environment	Enjoy working with secondary age children
	Supervisory experience	
Abilities and skills	Excellent oral and written communication skills	Ability to relate in a friendly but firm way with a wide range of personalities
	Motivational skills	Ability to maintain confidentiality inside and outside the workplace
		Ability to be open with children and to have sympathy for what concerns them
Personality	Outgoing personality	Self confident in dealing with young people
	Enjoy varied work	Supportive of colleagues
	Sense of humour	Patience
		Adaptability/flexible

