

Job Description-Support Staff



Job Title	Cover Supervisor
Name of Post Holder:	
Responsible to	The Headteacher via Lead Cover Supervisor
Establishment/ location	Wood Green School, Woodstock Road, Witney OX28 1DX
Review date of Job Description	January 2019
Grade/salary	Local Government Service Grade 6
Hours/working time	30 hours a week Mon, Tues, Thurs and Fri 8.20am – 3.05pm Wed 8.20am – 2.05pm
Purpose of Post	As a Cover Supervisor, you would be required to supervise classes or groups of students while they carry out pre-prepared work. Evidence of confidence and competence in managing young people is essential.

General Duties:

- To register and record student attendance in lessons
- To instruct students regarding work left by their subject teacher.
- To provide any resources needed for work left by the subject teacher whose lesson is being covered.
- To supervise the work that has been set in accordance with school policy.
- To manage the behaviour of students while they undertake this work. To ensure a calm and purposeful working atmosphere.
- To respond to any questions from students about processes and procedures.
- To deal with any immediate problems or emergencies according to school policy and procedures.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To report back as appropriate using the school's referral procedures on the behaviour of students during the lesson and any issues arising.
- To manage necessary resources effectively and ensure the room is left clean, tidy and ready for the next lesson.
- To work either independently or as part of a team cover supervision as appropriate.

Other Duties:

- When not required for supervision as described above, the Cover Supervisor will be available to be deployed in the school to support teaching and learning in a wider role. This may, for example, involve working with individual students or small groups of students or supporting the Special Educational Needs Department. It may also involve invigilation of examinations, accompanying school trips or general administrative duties including filing, photocopying.
- Willingness to assist in other roles according to the successful candidate's area of interest and expertise.
- To carry out other tasks and responsibilities that may reasonably be required by the

Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification

Cover Supervisor

Criteria	Essential	Desirable
Education and Qualifications	GCSE including Maths and English (Minimum Grade C) NVQ 3 or equivalent qualification or experience in relevant discipline.	
Knowledge and Experience	<p>Effective behaviour management</p> <p>Willingness to undertake further training as required</p> <p>A good working knowledge of Microsoft Office (Word & Excel in particular)</p> <p>Good written and oral skills</p> <p>Requirement to undertake first aid training and hold the First Aid at Work certificate</p>	<p>Previous classroom experience</p> <p>Familiarity with SIMS/PARS is desirable but not essential as training will be given.</p>
Skills and Ability	<p>Ability to work as part of a team</p> <p>Awareness of the need to work within existing school systems</p> <p>Commitment to further training and development</p> <p>Confident, conscientious, enthusiastic and positive</p> <p>Ability to relate well to students and staff</p>	
Personal Characteristics	<p>A sense of humour</p> <p>Efficient and pleasant manner when dealing with people</p> <p>Approachable</p> <p>Good team player</p> <p>Initiative and Flexibility</p>	