**Job Description**

**Job Title:** Cover Supervisor

**Key Purpose:** To provide non-teaching supervision to cover absent teachers, and provide occasional administrative support for teaching and learning

**Accountable to**: School Administrator

**Key Accountabilities**

1. Accountable for the supervision of classes and students
2. Accountable for curriculum administration
3. Accountable for the supervision of examinations

Child Protection and Safeguarding

**Key Tasks**

* To take registers promptly and accurately at the beginning of each period of supervision and to follow up non-attendance and lateness where necessary
* To ensure that students complete the cover work as set by the member of staff – either the absent teacher or the Head of Department
* To supervise the lesson, maintain good order and safety in order to assist student learning
* To maintain firm but clear discipline using the school’s Behaviour Policy and report any incident in the cover lesson to the Head of Department or the member of staff responsible
* To collect all resources and work at the end of the lesson and return as directed
* Promote inclusion, establish constructive working relationships with students setting high expectations, and provide feedback on progress and achievement
* Supervise students out of lesson times and organise and supervise students on school trips and other off-site activities as required
* To provide general administrative support for the curriculum
* Work with other teams as necessary
* Any other duties commensurate with the post and grade
* To assist with the invigilation of examinations from time to time
* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the postholder’s role within the organisation.
* To also be fully aware of the principles of safeguarding as they apply to vulnerable students in relation to the postholder’s role.
* To ensure that the postholder’s line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform duties commensurate with the level of responsibility of the role not specifically referred to above

**Person Specification**

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| **Qualifications**  | * Good standard of numeracy and literacy, preferably a Grade C in GCSE English Language and Mathematics or equivalent
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| **Experience**  | * Experience of working with children or young people
* Experience of working in a team
* Experience of using IT programs such as Word and Excel
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| **Skills**  | * To be capable and confident using information and communication technology
* Good organisational and administrative skills
* Excellent communication / inter-personal skills
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| **Abilities**  | * Good management of own workload, including the ability to prioritise tasks sensibly
* Ability quickly to learn new skills e.g. software packages used in education
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Ability to manage groups of young people
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| **Qualities**  | * Enthusiasm for teaching and learning
* Recognition of the importance of personal responsibility for health and safety
* Commitment to continuing professional development of yourself and others
* A demonstrable commitment to the safeguarding of students, child protection and equal opportunities
* Commitment to the school’s ethos, aims and its whole community
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| **Desirable** | Able to support students with one or more of the following subjects:* Mathematics
* English
* Physical Education
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