



JOB DESCRIPTION

Job Title	Cover Supervisor (Casual)
Reporting To	Deputy Head – and Cover Supervisor
Salary Range	Scale F Pt 17
Job Purpose	Cover Supervisors are required to cover lessons during the short term absence of the normal teacher who will have set suitable work for the duration. At a very basic level the role of the Cover Supervisor is to supervise the class whilst they complete tasks set by the teacher. This requires no active teaching, marking or planning but suitable oversight of the students so they work effectively on the tasks set.

KEY DUTIES AND RESPONSIBILITIES

Cover Supervisors will be required to manage groups of around 30 students whose teacher is not in school. Oversight of the girls will enable them to work independently and complete to a high standard work set by their usual teacher. This will involve communicating to the class the tasks to be covered and, possibly, answering any questions, to the best of their ability, that the students may have.

You will be expected to:

- oversee to a high standard lessons where the normal cover has been left, with limited preparation time and, on occasion, at short notice
- manage the behaviour of students effectively ensuring all students remain on task throughout the lesson
- provide students with a positive learning environment so as to aid student progress
- deal with any issues, whether behavioural or otherwise, in the appropriate manner following the school's procedures
- collect work at the end of the lesson and return it to the teacher's pigeonhole along with the signed cover sheet, making note of the class's progress in the lesson as well as those individuals who worked particularly well or caused problems
- liaise with staff to resolve any problems/queries with cover or, if possible, provide additional tasks of suitable quality yourself



- follow the school procedures for evacuation or containment drills as and when appropriate
- Follow all child protection procedures as laid out in the school's policy suite and explained on induction.

PERSONAL ATTRIBUTES

You must:

- have a recognised competence in literacy and/or numeracy
- have the ability to think on your feet, react quickly and effectively to potential situations and use your initiative on a continuous basis
- have the ability to communicate confidently and effectively with students and other members of staff
- be able to control classroom behaviour, preventing any incidents or misbehaviour where possible by using a range of behaviour management strategies (for which training will be available)
- be patient, calm and work well under pressure
- relate well to students, creating rapport and helping to raise the positive profile of Cover Supervisors within the classroom
- enjoy a varied and constantly changing routine
- be able to listen to instructions which may be delivered briefly and at speed, taking on new information quickly. In addition, you must be able to listen to students, particularly if they come to you with a problem, and be able to complete reports and documentation professionally, maintaining appropriate levels of confidentiality.