



## Job Description

**Post:** Cover Supervisor

**Grade:** Equivalent to APT & C Scale 5 – Points 22-25: £19,621-£21,519 p.a. (pay award pending)

**Hours:** 37 hours per week, term-time plus one week.

**Pro-rata:** £16,855-£18,486 p.a.

### The Purpose of the Job:

- To supervise classes in the event of teacher absence.
- To provide other support to teaching departments when direct lesson supervision is not required.

### Relationships

The postholder will be a member of the Curriculum Support Team, and as such will be responsible to the Curriculum Support Team Leader and, through him / her to the Assistant Principal (Finance and Business Management) and the Principal. The day-to-day work of the post-holder may be supervised and directed by Faculty and Subject leaders as appropriate.

### General

There is an expectation that the post-holder will support the ethos of the Academy, and will work towards the Academy's aims as expressed in the Academy Improvement Plan and other relevant documentation.

### Specific Responsibilities:

- Supervision of classes and tutor groups in the case of teacher absence.
- Allocation and explanation to students of work set by the absent teacher or his/her Head of Department.
- Provision of in-class assistance to students during lessons covered.
- Referral of disciplinary or other student issues to Heads of Subject / Faculty and/or pastoral staff as appropriate.
- Provision of administrative, clerical and other support to teaching departments.
- Creation of classroom and corridor displays across the school site as required.
- Provision of supervisory and/or administrative assistance relating to extra-curricular activities.
- Supervision of students before school, and at morning break or lunch times.
- Invigilation of examinations.
- Leading and supporting extra-curricular activities and educational visits.

The post-holder may also be required to carry out other duties appropriate to your post, as negotiated with the Curriculum Support Team Leader or other senior staff.

### Training

The post-holder will be expected to undertake development and training appropriate to the post.



# Person Specification

Post: **Cover Supervisor**

ESSENTIAL	DESIRABLE
<p><b><u>Knowledge and Skills</u></b></p> <p>Excellent oral communication skills, especially in relation to children and young people.</p> <p>Ability to supervise and manage groups of children and young people with confidence.</p> <p>Numeracy and literacy.</p> <p>A positive attitude towards children and young people, including the ability to demonstrate and promote positive values, attitudes and behaviour.</p> <p>Ability to work collaboratively with colleagues across the organisation.</p> <p>Administrative, organisational and ICT skills.</p> <p>The ability to work under pressure and prioritise work in a busy school environment.</p>	<p>Knowledge of National Curriculum programme of study for at least one subject area.</p> <p>An understanding of the teaching and learning process</p>
<p><b><u>Qualifications and Experience</u></b></p> <p>Experience of working with children or young people</p> <p>Qualified to GCSE level or equivalent</p>	<p>Experience of supervising groups of children or young people</p> <p>Experience of working in an education environment</p> <p>Qualified to A Level or Degree standard</p>
<p><b><u>Personal Qualities</u></b></p> <p>Obvious enthusiasm and energy</p> <p>An excellent health and attendance record over the last two years</p> <p>Flexibility and a 'can do' attitude</p>	