**COVER SUPERVISOR**

**JOB DESCRIPTION**

**RESPONSIBLE TO: Office Manager**

**MAIN RESPONSIBILITIES:**

1. To supervise students as directed by the school and within the agreed systems.
2. To supervise whole classes during the short-term absence of teachers, maintaining good order and keeping students on task.
3. When cover is not required, to carry out such functions of a teaching assistant or administrative and clerical functions as are commensurate with the grade of the post as directed.

**MAIN ACTIVITIES:**

1. To supervise work that has been set in accordance with the school policy.
2. To manage the behaviour of students whilst they are undertaking their work to ensure a constructive learning environment.
3. To respond to any questions from students about the processes of the work to be undertaken.
4. To deal with any immediate problems according to the school’s policies and procedures.
5. To collect any completed work after the lesson and return it to the appropriate member of staff.
6. To report as appropriate, using the school’s procedures, on the behaviour of students during the class.
7. To supervise students on educational visits that fall within the normal hours of work of the post-holder.
8. To supervise students during out of hours learning activities that fall within the normal hours of work of the post-holder.
9. To carry out lunch duties.
10. To undertake administrative or clerical tasks, if required and as directed.

**PERSON SPECIFICATION**

**COVER SUPERVISOR**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| *Applicants should be able to show evidence of …*  (Qualifications) | * Education to at least NVQ2 or equivalent, including Maths and English | * Qualifications beyond NVQ2 * Appropriate knowledge of Health & Safety and First Aid |
| *Applicants should be able to show evidence of …*  (Knowledge and experience) | * ICT competence * Willingness to learn new skills * Empathy and understanding of barriers facing children * Confidentiality | * Emotional intelligence |
| *Applicants should be able to show evidence of …*  (Leadership and management) | * Effective team leadership * Excellent communication skills * Ability to promote self-confidence, esteem and good behaviour * To act independently |  |
| *Applicants should be able to show evidence of …*  (Personal attributes) | * Share high expectations of achievement and behaviour * Good interpersonal skills * Good planning * Team player * Creative * Punctuality, sense of humour, patience and empathy * Ability to prioritise * Problem solving * Reliable and resilient |  |