**JOB DESCRIPTION**

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| **Job Title:** | Cover Supervisor | **Department:** | Deputy Head (Operations) and Senior Teacher Curriculum |
| **Hours of Work:** | Casual hour contract |
| **Responsible To:** | Deputy Head (Operations) | **Responsible For:** | N/A |

**Summary of Role:**

1. The key function of the role is to cover lessons for teaching staff in their absence.
2. When no covering lessons, the Cover Supervisor may be expected to report to other school activities as detailed below:

**Specific Responsibilities – Cover Supervisor:**

* To take responsibility for groups or classes of students in the short-term absence of their usual teacher. In this context, the Cover Supervisor will be responsible for:
* Supervising work that has been set in accordance with school policy
* Liaising with teaching staff with regard to work set for a class
* Managing the behaviour of students to ensure work can be completed
* Respond to questions from students about process and procedure
* Dealing with any emergencies or immediate problems in accordance with school policies and procedures
* Collecting any completed work and resources after the lesson and returning them to the appropriate teacher/department
* Student registration for the class, using ISMAS
* Reporting back, as appropriate, using the school’s agreed referral procedures, on the behaviour of students during the class, and any other issues arising.

**Additional responsibilities when required:**

* To accompany students on trips, visits and other educational activities
* To cover duties where applicable
* Invigilate internal and external examinations
* To accompany students on medical visits where required

The post holder will be expected to undertake other tasks and duties as directed by the Head that are commensurate with the responsibilities of a Cover Supervisor.

This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * A keen eye for detail
* Ability to manage groups of students within a classroom setting
* Ability to work independently
* Possess good communication and interpersonal skills and the capability to mix easily and work with all staff, visitors and pupils
* Ability to manage conflicting priorities
* Fluent and accurate written and spoken English
* Good ICT Skills
 | * Experience working in the education sector
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| **Personal Behaviours** |  |
| * Well-presented
* Be self-motivated, enthusiastic and committed to supporting the School fully in this responsible position
* Ability to work effectively as part of a team
* Contribute to the maintenance of a positive and supportive work culture
* Flexible approach to working hours
* Be a person of integrity and initiative who is able to think ahead, prioritise and work accurately and flexibly without undue direction to deliver his/her outputs
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| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community.
* Committed to the Sacred Heart Values.
* Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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