

# MOULSHAM HIGH SCHOOL



## JOB DESCRIPTION

<b>Title of Post:</b>	<b>Cover Supervisor</b>
<b>Grade/Hours</b>	<b>Band 3 (Points 6-17)</b> <b>37 hours x 39 weeks</b> <b>(8.00am – 4pm Monday to Thursday/8.am-3.30pm Friday)</b>
<b>Responsible to:</b>	<b>Cover and Recruitment Manager</b>

**Job Purpose:** To supervise classes during the short-term absence of teachers, to give instructions for the lesson as provided by a teacher with the primary focus of the role to maintain good order and to keep students on task.

To support the Cover and Recruitment Manager in ensuring that external supply staff are able to operate effectively.

### DUTIES:

- Supervise whole classes of students when their teacher is absent, ensuring that learning takes place and behaviour is of the highest standard.
- Promote the inclusion and acceptance of all students within the classroom.
- Keep students on task and respond to general queries.
- Provide objective and accurate feedback to the teacher on the conduct of the lesson.
- Take a register at the start of each lesson.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with the school's Behaviour Policy, encouraging students to self-manage their own behaviour.
- Make appropriate use of equipment and resources.
- Be aware of and comply with policies and procedures relating to safeguarding, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend relevant school meetings as required.
- Support the Cover and Recruitment Manager at the beginning of the school day to ensure that any external supply staff are able to operate effectively.

### ALL STAFF AT MOULSHAM HIGH SCHOOL ARE EXPECTED TO:

- Participate in the performance management and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out other appropriate duties within the context of the job, skills and grade.

The Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Moulsham High School welcomes applications from those of all backgrounds, faiths and ethnic groups.

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

(November 2020)

**See Person Specification below.**

## COVER SUPERVISOR PERSON SPECIFICATION

In due course we would expect all the qualities and attributes listed below to be acquired by the successful candidate. Those marked 'Essential' must be demonstrable at the point of interview.

QUALITIES AND ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		
A minimum of 5 G.C.S.E.s (grade 4+), including English and maths.	√	
Educated to degree level in a relevant subject.		√
<b>Experience</b>		
Recent experience of working in a secondary school.	√	
Recent experience of managing groups of students in a secondary school.		√
<b>Knowledge / Skills</b>		
The ability to communicate effectively with students of all abilities across the 11-18 age range.	√	
The ability to forge and maintain effective relationships with colleagues.	√	
The ability to manage student behaviour in accordance with the school's behaviour policy.	√	
The ability to relate well to students of all abilities across the 11-18 age range and to motivate them to work.	√	
The flexibility to respond to unexpected problems and situations, adapting quickly and effectively to changing circumstances/situations.		√
The ability to work effectively under pressure.	√	
Good organisational skills.	√	
Good understanding of child protection procedures.		√
<b>Personal</b>		
Commitment to continued professional development		√
<b>General</b>		
Good attendance and punctuality record.	√	
Professional dress.	√	