

Denmark Road High School, Gloucester



JOB DESCRIPTION

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| Job Title: Cover Supervisor | Grade: G Pt 8-20 £19,945 - £25,295 pa pro rata |
| Work Location: Denmark Road High School | Hours of work: 30.5 per week, term time only plus inset days |
| Responsible to: Assistant Headteacher | Responsible for: N/A |

JOB PURPOSE

To provide short-term cover for absent teachers, supervising classes/groups of students, ensuring that the work set is carried out in a calm working environment.

Main Duties and Responsibilities

- To supervise students whilst they undertake prepared work during the absence of their usual teacher.
- To aid the students, where possible, in completing the set tasks.
- To collect completed work at the end of the lesson and return it to the appropriate teacher, if required.
- To deal with any immediate problems or emergencies according to the school's policies and procedures.
- To establish productive working relationships with students acting as a role model and setting high expectations.
- To respond appropriately to any instances of misbehaviour, using the established school systems.
- To encourage students to work collaboratively in small groups, or independently as appropriate.
- To cover registrations for absent Form Tutors, both morning and afternoon, if required.
- To attend and participate in meetings and professional development training activities as required.
- To carry out administrative tasks (having been given appropriate training) when not required to cover for absent teachers.
- To accompany students on visits, trips and out of school activities as required.
- To assist with exam invigilation under the supervision of the Examinations Officer, if required.
- To follow school policies and procedures, especially those relating to Child Protection and Health and Safety.

NB The points above set out the main duties of the post at the date when it was drawn up. Over time these duties will vary without changing the general character of the post or the associated level of responsibility. Such variations are a common occurrence and by themselves would not justify a reconsideration of the grading of the post.

Qualifications/Experience – all or some of

- Ideally a minimum of NVQ Level 3 or equivalent.
- Prior experience of working with 11-16 year old students in a school or college environment.
- Good numeracy and literacy skills.
- Ability to use ICT, particularly the basic Microsoft packages.

Responsible to:

- The Assistant Headteacher.

Intending applicants must be aware that this post is subject to an enhanced DBS check.