

Job Description

Job Title	Cover Supervisor	Salary	LBR5
School	Oaks Park High School		
Reports to	Lead Cover Supervisor		
Responsible for	N/A		
Liaising with	Staff and Students		
Main Purpose of the Role			
<ul style="list-style-type: none">To oversee classes as they undertake work set in the short term absence of the class teacher.			
Key Responsibilities and Duties			
<p>To be responsible for temporarily taking over the lessons of a regular classroom teacher who is absent. Main duties would include;</p> <p>Delivering pre-planned lessons: Following the lesson plans left by the absent teacher to ensure continuity in students' learning.</p> <p>Managing classroom behavior: Maintaining order and discipline in the classroom to create a safe and productive learning environment.</p> <p>Supervising students: Ensuring students stay on task and complete assigned work during the lesson.</p> <p>Providing support: Offering help to students who need clarification or guidance during class activities.</p> <p>Reporting back: Leaving notes or feedback for the returning teacher on student behavior, progress, and any issues that arose.</p> <p>Cover teachers may work across different subjects and year groups, so adaptability and good classroom management skills are essential.</p>			
Skills and Competencies			
<ul style="list-style-type: none">Excellent interpersonal and communication skills, with the ability to build positive relationships with students, parents, and staff and able to work collaboratively within a team.Strong organisational and time management skills to effectively manage the department.Knowledge and understanding of relevant legislation and safeguarding guidelines.Ability to work collaboratively as part of a team, sharing information and best practices with colleagues.Resilience and the ability to remain calm and composed when dealing with challenging situations or sensitive issues.IT proficiency, with the ability to effectively use relevant software and systems.			
Professional Development			
<ul style="list-style-type: none">Participate in the school's Performance Management arrangements.			

Supporting the School

- Ensure full adherence to all school policies and procedures and to stay informed about updates and changes.
- Attend all parent evenings as appropriate.
- Act as a form tutor and carry out the duties associated with that role.
- Carry out any additional duties as directed by the Headteacher

Health and Safety:

- Ensure that risk assessments are carried out within your teaching area.
- Ensure that Health and Safety policies are adhered to.

Safeguarding:

Oaks Park High School is committed to safeguarding and promoting the welfare of children and young people. As such, all staff and volunteers are expected to share this commitment. Shortlisted candidates are required prior to interview, to disclose any unspent convictions, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily prevent you from employment depending on the offence(s).

Shortlisted candidates will also be required to bring their current DBS certificate with them to interview. References from the previous and current employer (Headteacher if the candidate currently works in a school) will be requested and appointments can only be made upon receipt of satisfactory references and a newly applied for Enhanced Disclosure and Barring Service check from the Disclosure and Barring Services

Signed..... Print Name.....

Date.....