WOODBRIDGE HIGH SCHOOL

Cover Supervisor

Line Manager – Office Manager

Scale: Grade 5

36 Hours Per Week/Term time only

Job Description

Main Duties

- To oversee and manage lessons where the classroom teacher has set work, but is not present.
- To support the students in completing the set tasks during the cover lesson.

Duties and Responsibilities

Lesson supervision:

1. To supervise students engaged in learning activities
2. To act as a role model and set high expectations of conduct and behaviour
3. To promote the inclusion and acceptance of all students within the classroom
4. To keep students on task and respond to general queries
5. To provide objective and accurate lesson feedback to the class teacher
6. To keep appropriate records as agreed with the teacher
7. To address behaviour concerns in line with school policy

Administrative support:

1. To provide administrative support as directed by the office manager or leadership team
2. To undertake any other reasonable task that supports the daily functioning of the school

Generic:

1. To undertake supervision duties during the school day (additional payment for lunchtime duties).
2. To ensure compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.
3. To undertake the necessary training/development required in order to keep up to date with developments as identified through performance management.
4. To invigilate school examinations as required.
5. To perform other such duties of a similar nature as from time to time may be required.

PERSON SPECIFICATION:

-Essential (E) or Desirable (D) below

Experience:

-previous experience of working with young people **(E)**

Skill, Knowledge and Abilities:

-confident in dealing with students in a calm, friendly, but firm manner **(E)**
-able to establish positive relationships with students and staff **(E)**
-a high level of literacy and numeracy **(E)**
-able to carry out set duties **(E)**
-appropriate analytical skills **(E)**
-ICT literate **(E)**
-an attention to detail **(E)**
-high level of personal drive and energy **(E)**
-receptive to new ideas and change **(E)**

Education and Qualifications:

-Educated to Degree Standard **(D)**
-appropriate level of general education: **(E)**
-willingness to undertake appropriate professional development training **(E)**
-first aid qualification (training will be provided) **(E)**

Personal Attributes:

-willingness to be part of a team **(E)**
-able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions **(E)**
-a friendly, co-operative approach to parents, students and staff **(E)**
-willing to work flexibly in terms of job roles and responsibilities **(E)**
-able to promote and present a positive image of the school **(E)**

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