

Hall Cross Academy

Job Description

Post Title:	Cover Supervisor
Section:	Learning Support
Reporting to:	HR Offer
Grade:	6 term time only [33.75 hours per week]

Summary of the Post

To help in the supervision of classes in the absence of the subject teacher on a short-term basis.

To deliver pre-planned lessons to pupils under an agreed system of supervision adjusting activities according to pupils' needs and responses.

The successful candidate will have good numeracy and literacy skills and sound communications skills; computer skills would be an advantage.

Main Duties

- To provide students with necessary resources for their learning.
- To answer students' queries regarding the instructions left by the subject teacher.
- Produce lessons/work plans/worksheets as directed.
- To register and record student attendance in lessons.
- To ensure classes enter and exit classrooms in an orderly fashion.
- To ensure classrooms are left tidy and ready for the next lesson after dismissing the class.
- To liaise with Heads of Departments to answer queries about work set by the subject teacher when appropriate and without leaving students unsupervised.
- To invigilate examinations and tests as and when required.
- To discipline pupils within the policies and practices of the department and the Academy. Training will be given to ensure all Cover Supervisors know how to use the Academy's discipline system.
- Any other duties as required which are commensurate with the grading of the post.

The nature of the role demands flexibility with regard to the needs and demands of the Academy.

The Postholder's duties must be carried out in compliance with the Academy's policies and procedures including child protection procedures and the Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and subsequent health and safety legislation.

The duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake reasonably determined duties and responsibilities commensurate with the grading of the post.

**The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
This post is subject to an enhanced DBS check.**

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Person Specification

Cover Supervisors	Method of Assessment	Essential	Desirable
Knowledge and Skills			
4 GCSEs or the equivalent including Maths and English	A	*	
Knowledge of structure and content of National Curriculum	A/I	*	
Understanding & knowledge of current educational issues	A/I	*	
Awareness of professional development needs for both the short and medium term.	A/I	*	
Ability to communicate effectively in a variety of situations	A/I	*	
Personal Characteristics			
Ability to form and maintain appropriate relationships with both adults and children.	A/I/R	*	
High degree of motivation for working with children and young people	A/I/R	*	
Ability to provide support to staff and to be aware of everyday issues that affect them and the running of the Academy	A/I/R	*	
A good health and attendance record.	A/I/R	*	
Patient, helpful and pleasant manner	A/I	*	
Energetic and enthusiastic	A/I	*	
Ability to work as part of a team	A/I	*	
Ability to self-motivate and work independently	A/I	*	
Special Requirements			
Medical clearance DBS clearance Compliance with the Academy's policies including health & safety policies			

*A – Application

I – Interview

R - References