

Job Description – Cover Supervisor

Reporting to:	Senior Cover Supervisor
Responsible for:	Cover in the college
Liaising with:	Headteacher, Deputy and Assistant Headteachers, departmental teaching staff, relevant support staff and Trustees
Working time:	8.15am to 3.15pm with 30 minutes unpaid lunch break per day Total number of hours approximately 32.50 39 weeks per year
Salary/grade:	Grade D
Duties	<ul style="list-style-type: none"> • To cover classes for absent staff, to complete a report on each class covered and return to the usual class teacher. • To undertake training to ensure compliance with college policies. • To be aware of the College’s Safeguarding and GDPR policies and procedures relevant to the role. • To undertake any other duties as deemed appropriate by the headteacher. • To undertake one break time duty per fortnight.

Other Specific Duties:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: Feb 2024

Cover Supervisor Person Specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Good general level of education including 5 GCSEs A*-C or equivalent 	
Professional Development	<ul style="list-style-type: none"> ▪ Willingness to undertake further qualifications or training relevant to the post 	
Experience	<ul style="list-style-type: none"> ▪ Some previous experience of working in a busy team environment 	<ul style="list-style-type: none"> ▪ Previous experience of working in a support role in a secondary school ▪ Knowledge of Special Educational Needs
Knowledge and Skills	<ul style="list-style-type: none"> ▪ Strong admin skills and knowledge of Microsoft Office systems particularly Word, Excel and Outlook ▪ Excellent communication skills ▪ Ability to prioritise and organise workload and keep accurate records ▪ Ability to develop good working relationships with staff and students ▪ Able to work on own initiative ▪ Empathy with students and sympathetic to their needs ▪ Awareness of child protection and data protection issues relevant to the post 	<ul style="list-style-type: none"> ▪ Knowledge of SIMS Information Management System
Personal Attributes	<ul style="list-style-type: none"> ▪ Ability to meet tight deadlines ▪ Ability to deal with confidential and difficult issues in an appropriate way ▪ Good time-management skills ▪ Flexible and adaptable to meet the needs of the college ▪ Ability to stay calm under pressure 	