

Fulbrook Middle School

Samantha Clancy, Headteacher



JOB DESCRIPTION

JOB TITLE:	Cover Supervisor
RESPONSIBLE TO:	Headteacher/Senior Manager
JOB PURPOSE:	To cover in the absence of a teacher by supervising pupils who are carrying out work set by the teacher in advance.

(**N.B.** The DfE guidance on cover supervision, endorsed by all the signatories of the Workforce Agreement, states that “cover supervision occurs when there is no active teaching taking place.. pupils would continue their learning by carrying out a pre-prepared exercise under supervision. Cover supervision should only be used for short term absences”.)

Main duties and responsibilities:

1. To supervise pupils in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for pupils.
2. To ensure that the work set by the teacher is carried out in accordance with the school's policies; to check that pupils have appropriate equipment and materials to enable them to complete the tasks set; to answer pupils' questions about process and procedures.
3. To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school's relationships policy is followed.
4. To deal with any emergencies or problems which occur, in line with the school's policies and procedures.
5. To ensure that completed work is collected at the end of the lesson and returned to the teacher as required.
6. To report to the appropriate person after the lesson, in accordance with the school's agreed referral procedures on any issues arising, including the behaviour of pupils.
7. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the headteacher.
8. To attend staff meetings and participate in appraisal arrangements, undertaking training and development as required.
9. To maintain confidentiality at all times, in respect of school-related matters, in order to prevent disclosure of confidential or sensitive information.
10. When not required to cover lessons, to be available to support the admin team, or another department as requested.
11. To undertake tasks of a similar nature and level, as directed by the headteacher.

Registered Office: Weathercock Lane, Woburn Sands, MK17 8NP

Tel: 01908 582022, Fax: 01908 281732, Email: office@fulbrookmiddleschool.org.uk

Website: www.fulbrookmiddleschool.org.uk

Fulbrook Middle School is a trading name of Fulbrook Academy, a charitable company limited by guarantee, registered in England and Wales. Registered Number: 07695419

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PERSON SPECIFICATION

JOB TITLE: Cover Supervisor

Attributes	Essential	Preferred
Education/Qualifications	Educated to GCSE level (or equivalent) with English and Maths at A*-C (9-4)	Educated to Degree Level
Experience	Previous experience of working with children and/or young people	Previous experience in a school or educational establishment
Skills/Knowledge/Aptitude	Understanding of the educational system and National Curriculum Ability to build positive working relationships with children and/or young people; ability to maintain discipline in a classroom situation	Knowledge of positive behaviour management strategies Have basic computer knowledge, including Microsoft Office
Motivation	Willingness to undertake training Ability to work on own initiative Ability to work effectively as a member of a team	Has the potential to become a teacher

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