



## Cover supervisor

### Job Description

Summary of Job	To provide cover for absent teaching staff, both unplanned and planned.
Reporting To	Cover Manager
Salary	Kent Scheme C
Working Time	37 hours per week, 38 weeks per year
DBS	Enhanced with list check

#### Outline of main responsibilities, purpose and tasks

##### Cover

- To provide cover for absent teaches in classes from Year 7 to Year 11
- To create an orderly, purposeful environment where pupils can complete the work set
- To liaise with teachers and the appropriate Head of Department on the work set for classes
- To liaise with members of staff for whom they have covered, on their return from absence, to feedback on class progress
- To liaise with the IT dept over hardware issues and technical issues arising from moving from classroom to classroom, using the school reporting system
- To take an active role in supporting the school's behaviour and reward system by awarding achievement and behaviour points according to school policy

##### Administrative

- When not engaged in cover management or provision during the School day, to assist members of the Administration Team and teachers with their tasks, including but not limited to:
  - Maintaining and updating classroom displays across whole school.
  - Supporting teachers in the administration involved in the monitoring and assessment of pupils' progress.
  - Invigilating school examinations as required.
  - Supporting teachers in dealing with pupil behaviour through liaison and feedback.
  - Supporting teachers in the organisation of resources/ teaching area. •
  - Supporting teachers through ordering, cataloguing and general maintenance activities.
  - Supervising pupils on visits, trips and out of school activities as required.
  - To ensure cover of Reception, telephones, post and the reasonable needs of teachers, support staff, students and parents/carers

**General**

- To be aware of and comply with all policies and procedures including those relating to safeguarding, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To contribute to the overall ethos, work and aims of the school.
- To work collaboratively with colleagues.
- To set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
- To carry out other duties as may reasonably be assigned to you by the Headteacher, School Business Manager, Deputy Head or Assistant Heads
- To be willing to undertake training relevant to the role



# Sir Roger Manwood's School

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## Person Specification

<u>Essential Qualities</u>	<u>Desirable Qualities</u>
<b>Educational Qualifications</b>	
<ul style="list-style-type: none"> <li>5 GCSEs (or equivalent) at grade C or above, including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent</li> <li>A relevant, up-to-date first aid qualification</li> </ul>
<b>Skills, abilities and experience</b>	
<ul style="list-style-type: none"> <li>Experience of providing cover in a comparable environment</li> <li>Understanding of the management of cover</li> <li>Experience of using SIMS</li> <li>Experience of using a variety of IT packages including email, word processing and spreadsheets</li> <li>Excellent communication skills</li> <li>Experience of working in a team and with enthusiasm, direction and positive spirit</li> <li>Ability to work autonomously</li> <li>Outstanding interpersonal skills</li> <li>Excellent organisational skills</li> <li>Flexibility and the ability to work calmly and quickly under pressure</li> <li>Resourcefulness and the ability to multi task and prioritise</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational environment</li> <li>Experience of working with teachers and teenage children</li> <li>A commitment to personal and professional development</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>Demonstrate a genuine warmth and interest in the pupils' care</li> <li>A warm and sympathetic personality</li> <li>Team player, supporting colleagues</li> <li>Motivator of self and others</li> <li>Common sense</li> <li>A sense of humour and proportion</li> <li>Discretion and confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>An interest in the School, its purpose and ethos</li> </ul>
<b>Child protection</b>	
<ul style="list-style-type: none"> <li>Commitment to the protection of children and young people</li> <li>Willingness to follow the School's Safeguarding procedures</li> </ul>	