

## Job Description and Person Specification

<b>Job Title</b>	Cover Supervisor
<b>Accountable to</b>	Vice Principal
<b>Salary</b>	£20,598 FTE
<b>Contract Type</b>	Permanent
<b>Working Pattern</b>	25 hours a week, 39 weeks a year
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Must have a GCSE (C grade / grade 4 or above) in English and/or Maths</li> <li>• Relevant further education/ higher education qualifications (desirable, not essential).</li> <li>• Experience of working with young people.</li> <li>• Able to communicate and exchange information, verbally and in writing, with a range of audiences.</li> <li>• Good knowledge of the Academy, its organisation, activities and policies.</li> <li>• Competent in the use of IT.</li> <li>• Can always maintain confidentiality.</li> <li>• Good organisational skills.</li> </ul>
<b>Key Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise a whole class to undertake set work/activities.</li> <li>• Liaise with teaching staff regarding work set for a class.</li> <li>• Manage the behaviour of pupils to ensure a constructive environment whilst undertaking work.</li> <li>• Keep pupils on task as necessary.</li> <li>• Respond appropriately to questions raised by pupils.</li> <li>• Deal with immediate problems and emergencies in accordance with the Academy's policies.</li> <li>• Collect any completed work and return it to the appropriate teacher.</li> <li>• Report back on behaviour of pupils during the class and any issues arising.</li> </ul>