THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

LESSON COVER SUPERVISOR

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION
LESSON COVER SUPERVISOR

RESPONSIBLE TO: Assistant Headteacher responsible for Cover

MAIN PURPOSE

To support teaching staff in the school by supervising lessons where a teacher is absent which will include managing the classroom environment and supervising students carrying out the work provided (cover supervisors are not expected to teach subjects).

To undertake other teacher-related activities and generally support the work of departments when requested.

SPECIFIC DUTIES

To support the teaching staff in the School by providing cover for lessons as follows:

- Work in classroom – covering for absent teachers with students working from materials provided by the absent teacher or Curriculum Leader
- Oversee the work of the students and respond to their needs
- Maintain the standards of behaviour expected from students
- Use the School's various systems of support where necessary to help teacher carry out their duties

To support the work of the School when not supervising lessons as required:

- Help prepare curriculum materials for teachers to use in delivering lessons
- Assist with individual departments' administration requirements
- Assist with setting up displays of student work and/or reference materials

GENERAL

- To be aware of the School's aims, organisational values and behaviours and their impact on this post
- To contribute to all aspects of the Teaching Team as and when required
- To participate in working groups on relevant service and School matters as required
- To participate in the School's performance management processes
- Ability to work in a way that promotes the safety and well-being of students within the school
- To carry out the duties of the post in accordance with the School's Equal Opportunities policy
- To carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work, and to co-operate fully with the School in health and safety matters

This job description will be supplemented by annual target based outcomes, which will be developed in conjunction with the post holder. The duties of this post may vary from time to time, as required by the Headteacher, without changing its general character or level of responsibility.

- **Signed:** _____ **Date:** _____

- **Signed:** _____ **Date:** _____
  (Headteacher)

PERSON SPECIFICATION - LESSON COVER SUPERVISOR

	Essential	Desirable
Qualifications		
• GCSE A-C or equivalent in English & Maths	✓	
• Degree		✓
• Qualified Teacher or pending QTS		✓
• Ability to apply knowledge and skills from theory in a practical classroom context	✓	
• Ability to motivate and encourage students	✓	
• Effective Classroom Manager	✓	
• Can use ICT effectively to support learning		✓
Planning & Organising		
• Good organisational ability	✓	
• Able to contribute to the design of subject units, curriculum development and new teaching approaches	✓	
• Ability to use differentiation in order to meet the needs of the students	✓	
Problem Solving and Initiative		
• Able to demonstrate understanding of complex problems and apply in depth knowledge to address them		✓
• Able to develop original techniques, methods and solutions		✓
Management Skills		
• Able to contribute constructively to and work effectively as a member of a team	✓	
• Able to use own initiative and self-motivate	✓	
• Able to supervise work of students	✓	
• Able to contribute to wider school management, administration and initiatives	✓	
• Ability to create effective relationships with a variety of different people	✓	
Communicating and Influencing		
• Able to influence desired student behaviour	✓	
• Able to generate enthusiasm in students	✓	
• Able to communicate to a wide range of individuals including students, parents and supporting professional	✓	

	Essential	Desirable
General		
• Empathy with students and sympathetic to their needs	✓	
• Professionally respect confidentiality	✓	
• To be involved in ongoing Professional Development	✓	
Personal Qualities		
• Commitment to an ethos of high standards, personal fulfilment and academic success	✓	
• Good health and attendance	✓	
• Energy, stamina and determination	✓	
• A sense of humour and ability to remain calm under pressure	✓	