



Queen Mary's Grammar School



Job Description and Person Specification

Job Title:	Cover Supervisor
Grade:	NJC 9 currently £10.83 per hour
Purpose of Job: To supervise classes during the absence of teachers, under the guidance of teaching/senior staff to implement programmed work with students in or out of the classroom.	
Reporting to: Cover Manager	
JOB DESCRIPTION	
<p>The duties may include any or all of the following:</p> <ul style="list-style-type: none">Contribute to the overall ethos and high academic achievement of the School;Maintain order in the classroom, promoting a positive working environment conducive to the school's high expectations and work ethos;Establish productive working relationships with students, acting as a role model and setting high expectations;Ensure work set is undertaken with due regard to the time allocated and that any homework is noted appropriately;Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs, as directed by the teacher;Support the use of ICT in learning activities and develop students' competence and independence in its use;Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the School's policy;Liaise with teaching staff regarding work set in class and with pastoral staff as appropriate;Encourage students to interact and work co-operatively with others and engage all students in activities;Support students consistently whilst recognising and responding to their individual needs by responding to questions and generally assisting students to undertake set activities.Provide feedback to students in relation to progress and achievement, in line with teacher instructions;Administer routine tests, as directed;Take Registration as necessary;Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;Participate in training and other learning activities as required;Supervise students on visits, trips and out of school activities, if requested;Attend and participate in meetings, as required;Supervise Sixth Form Private Study and/or School Detention, if required;Carry out any other duties as may reasonably be requested by the Headmaster or other members of the Senior Leadership Team.	

PERSON SPECIFICATION

PREFERRED SKILLS/ PERSONAL ATTRIBUTES or EXPERIENCE

Good numeracy and literacy: familiarity with ICT (electronic whiteboards) and other equipment (video, photocopier) to support learning;

Ability to relate well to children and adults;

Ability to work constructively as part of the teaching team, understanding classroom roles and responsibilities and your own position within these.

Ability to deal with colleagues and pupils in a manner appropriate to each

Ability to react positively and remain calm in a crisis

Flexibility and adaptability

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.