



Cover supervisor

We wish to appoint a cover supervisor. The successful candidate will have strong interpersonal skills and the ability to communicate clearly across all levels, be able to deliver different curriculum subjects and be confident in managing behaviour. Experience of working within a school environment is desirable but not essential. The post is ideal for an individual looking to gain experience in classroom teaching. This post will also involve up to two days per week supervision of children in our silent working area.

Line Manager:	Assistant Headteacher
Hours	Cover supervisor role 8.45am – 3.45pm 32.5 hours per week (30 min lunch break) 39 weeks per year (term time + pd days)
Salary	within Grade 4 Point 9 - 15 currently £25,979 - £31,364 full time depending on experience (£19,376 - £23,389 per annum pro rata)

JOB DESCRIPTION

- The post-holder will demonstrate a commitment to achieving the best outcomes for all pupils and promote the ethos and values of the school.
- To provide cover for absent teachers; delivering and supervising set work; actively engaging with pupils.
- To manage the behaviour of pupils to ensure a constructive learning environment.
- To deal with any immediate problems or emergencies according to the school's policies and procedures; to use the school's referral procedures to provide a report on the lesson.
- To collect completed work after the lesson and return it to the appropriate teacher.
- To supervise pupils in the Silent Working area, ensuring pupils are effectively supervised and completing the learning provided; to provide feedback and encouragement to pupils in relation to their progress whilst in the Silent Working area
- To accompany school trips as appropriate
- To undertake any training or learning activities commensurate to the post as required.
- To cooperate fully with the school's arrangements for the safeguarding of children and promote the welfare of children and young people
- To follow school policies and the staff code of conduct.
- To demonstrate high expectations which inspire, motivate and challenge pupils

If there are no classes to be covered, the post-holder will provide support in the silent working area of the school, or with administrative or technical support.

This job description details the main duties and responsibilities. Duties may vary to meet the changing demands of the school at the reasonable discretion of the Headteachers.

Hartismere School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS & social media checks.

To apply please complete an application form via our website www.hartismere.com.