**JOB TITLE:                                             Cover Supervisor**

**RESPONSIBLE TO:                                Cover and Admin Co-ordinator**

**MAIN PURPOSE:                                  To cover classes as requested by the**

**Cover and Admin Co-ordinator or a member of the Senior Leadership Team**

**MAIN AREAS OF RESPONSIBILITY:**

* to provide classroom supervision to whole classes in absence of a teacher
* to create an orderly and purposeful environment in which pupils can complete work set by the classroom teacher
* to collate a bank of supervision work for subjects at KS3 and KS4 in liaison with the relevant Head of Year/Faculty.  Cover and supervision work should continue to be set by the Faculty
* to support faculties with administration duties when not required for cover during the working day
* to undertake training in classroom supervision/management on appointment and update as appropriate
* to make use of school disciplinary and reward systems
* to invigilate internal and external exams when required
* to accompany visits and field trips as required

**GENERAL**

To take part in:

* professional development and training
* school performance management process
* any other reasonable duties as requested by the Business Manager/Headteacher

Person Specification:

* A levels / degree equivalent qualifications
* evidence of taking initiative
* reliable
* capable of managing difficult situations
* Excellent communication and interpersonal skills
* Flexible and adaptable
* Willing to take responsibility and be accountable
* Ability to build positive relationships
* Smart appearance
* Pride in work and school environment
* Excellent health
* IT literate

If you wish to have a tour or discussion, please contact Kelly Bonass, Head’s PA, on [kelly.bonass@verulam.herts.sch.uk](mailto:kelly.bonass@verulam.herts.sch.uk) or on 01727 754102 for further details of the post.

Closing Date: 24th September 2020

Interview Date: Date to be confirmed