



VERULAM
SCHOOL

Headteacher: Julie Richardson

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St Albans
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JOB DESCRIPTION

Job Title: Lead Cover Supervisor
Grade: H6
Reports to: Cover Manager

Purpose of the job:

To cover classes as requested by the Cover Manager or a member of the Senior Leadership Team. To deputise for the Cover Manager in her absence.

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 support the Cover Manager in preparing 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
- support the Cover Manager is preparing daily cover and use the school Bromcom system
- 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

To take part in:

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

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Person Specification E – Essential D - Desirable

Experience and qualifications:

- Undertaken qualifications relevant to the post (where appropriate) (D)
- Commitment to updating professional skills (E)
- Evidence of expertise and success in the areas described in the job description (E)
- A good standard of education (E)
- Ability to use ICT (E)
- Evidence of working with young people would be an advantage (D)

Professional ‘know how’

- Demonstrates a sound understanding of the knowledge required to carry out the duties described in the job description (E)

Personal qualities

- Hardworking (E)
- Flexibility and a good sense of humour (E)
- Good self-management and organisational skills, including the ability to plan one’s time effectively (E)
- Is pro-active (E)
- An ability to relate to young people (E)
- Able to work under pressure (E)
- Able to work as part of a team (E)
- Enjoys working in new and challenging situations (E)
- Committed to maintaining a positive ethos (E)
- A willingness to be fully involved in the life of the school (E)
- A high level of personal integrity and probity (E)

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours; and
- attitudes to use of authority and maintaining discipline
- Experience of working within schools or an educational setting.
- Knowledge and understanding of safeguarding procedures.

Review arrangements:

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

Conditions of Employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract)
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body
- To uphold the school's policy in respect of child protection and safeguarding matters
- Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
- The post holder may be required to perform any other reasonable tasks after consultation
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.
- Staff will be expected to participate in the school's staff appraisal scheme.

If you are shortlisted, any relevant issues arising from your references will be taken up at interview.

The selection panel will be looking for evidence in your application form and supporting letter of your strengths and abilities in relation to the criteria set out in this person specification.

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