

Role Profile: Senior School

Purpose

Inevitably from time-to-time teaching staff are absent from school or are unable to teach some of their lessons. When cover is required, we usually use other teaching staff who have a non-contact period to cover other classes. The role of the cover supervisor would be to provide cover for absent teachers by supervising their classes and at times their staff duties.

Key Accountabilities (6-8 max)

- To supervise work that has been set by a teacher (absent colleague or Head of Department)
- To ensure that students are engaged whilst they are undertaking this work, maintaining a constructive learning environment
- To take an attendance register at the start of each lesson
- To respond to any questions from students about the work set, deferring to other teachers if necessary
- To collect completed work after the lesson and pass to the appropriate teacher
- To pass on to the absent teacher or their line manager, any appropriate information following the lessons; including issues to do with the work set, student engagement/focus and any problems/issues which may have arisen in the lesson
- To complete any administrative tasks requested surrounding the cover for absent staff
- To manage the resources of the lesson carefully, taking responsibility for the care of school resources
- To deal with any immediate problems or emergencies according to the school's policies and procedures.
- To carry out cover of staff duties for absent teachers as directed

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures, and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Numeracy and literacy skills to include GCSE Grade C in Maths and English. A level or equivalent 	
Skills	<ul style="list-style-type: none"> IT competence to support teaching and learning 	
Experience	<ul style="list-style-type: none"> Managing students in a learning environment. Able to work with minimum supervision. Maturity and a calm friendly manner even when under pressure and the ability to employ tact and diplomacy in challenging situations. 	<ul style="list-style-type: none"> Experience of working in a school.
Other	<ul style="list-style-type: none"> Exemplary professional standards of appearance. 	

Key Stakeholders:

Internal

- Head and Senior Leadership Team
- Business Manager, Administrations Manager and Administration Team
- Facilities and Site Management Staff
- All Teaching Staff
- Students

Remuneration

- Contributory Pension Scheme
- School Fee Discount
- Professional Development