



JOB DESCRIPTION

Job Title: Cover Supervisor

Start Date: asap

Accountable to: Lead Cover Supervisor

Hours: Monday – Friday, 8.30am-3.30pm with a 30-minute unpaid lunch break

Term Time Only

Salary: Grade 5, £24,294 (pro rata approx. £17,974 per annum)

Job Purpose:

- The primary focus of this post is to provide cover in the classroom for absent teachers
- To promote the ethos and good reputation of the school, ensuring effective communication both internally and externally.
- To support the progress of students.

About The Angmering School:

The Angmering School is a secondary school with 1,388 students of which 138 are in sixth form. We are a school that has a special support centre for students with physical and sensory needs. We are effective in delivering outcomes that provide well for all students' needs. Students are well prepared for the next stage of their education, training or employment.

Main Duties to include:

- Receive and register the class using school systems
- Maintain good order in the classroom in relation to behaviour management
- Communicate the work set by the class teacher to students
- Oversee the using of books and equipment
- Assist students where necessary, using sound judgement to differentiate tasks if required and to seek appropriate assistance for the students when necessary
- Keep students focused and on task by continual monitoring
- Maintain health and safety of students and self in the classroom
- Oversee the collection of books and materials and the end of the lesson and return to the appropriate place
- Ensure the classroom is left in good order
- Return student work to the class teacher
- Complete all relevant paperwork/record an accurate record of events and behaviour
- Share any concerns with the Lead Cover Supervisor
- Attend team meetings
- To provide support and assistance to other areas of the school where needed

General Office Duties:

- Provide back-up in case of colleague absence and other duties as directed by the Lead Cover Supervisor
- Support other departments in areas such as attendance registers, exams, mentoring, administration and reception duties

Health and Safety:

- To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not



intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder’s core skill competencies, knowledge and experience in the role.

This job profile recognises the demands of the current Pay and Conditions Regulations and reflects the policies established by the governors at The Angmering School.

Person Specification

Key areas:	Key attributes:	Essential or Desirable
Skills required	<ul style="list-style-type: none"> • Experience of supervising classes in a secondary school (training is given to all successful applicants) • Demonstrate a friendly but firm manner in the classroom • Have good interpersonal and communication skills • Be self-confident in dealing with young people • Have an awareness of professional boundaries in the work place 	Desirable Essential Essential Essential Essential
Experience	<ul style="list-style-type: none"> • Working with adults and students. • Have an awareness of Health & Safety in the workplace. 	Desirable Desirable
Attitude & Approach	<ul style="list-style-type: none"> • Professional and approachable attitude. • Enthusiastic in all aspects of work and training. • Attention to detail. • Motivated. • Reliable & punctual. • Well presented. • Assertive when appropriate. • Ability to work in an extremely busy environment whilst keeping a smile on your face. 	Essential Essential Essential Essential Essential Essential Essential Essential

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Safer Recruitment

In complying with current employment legislation, schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence.

If you are successfully shortlisted for any roles, an appropriate online search will be undertaken on your name. Information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

All successful applicants will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, along with a relevant probationary period.