



**DISS HIGH SCHOOL
JOB DESCRIPTION & PERSON SPECIFICATION**

Post:	Full Time Permanent Cover Supervisor
Responsible to:	Curriculum Support Manager
Grade:	Scale G, 31.25 hours per week, term time only (38 weeks per year) 08:30 - 15:15, break 10:55-11:15 and lunchbreak 13:40-14:10
Purpose and Scope:	Under the direction of the Curriculum Support Manager, provide cover for absent teaching staff.

Job Description - Duties and Responsibilities

- To cover lessons and tutor time when teachers are absent due to professional development or other reasons.
- Take class registers promptly at the start of every lesson / registration period.
- Administer clear instructions based on the detailed work set and to actively participate in the delivery of the lesson.
- Manage pupil behaviour to ensure a constructive learning environment.
- To attend morning briefing where appropriate to collect notes/work and any relevant notices.
- To liaise with any TA's in the classroom regarding individual students and with other staff when necessary.
- Where possible, to liaise in advance with the classroom teacher whose absence is being supervised, to ensure instructions are clarified.
- To inform the classroom teacher of any non-participation by individual students.
- Provide support to the lunchtime supervision team.
- When there are no lessons requiring cover:
 - provide cover for absent teaching assistants;
 - support teachers in other lessons;
 - provide tuition to small groups of pupils; or
 - support other areas of the school as directed by the senior leadership team.

Person Specification

Qualifications & Experience

- Qualifications in English and Mathematics to GCSE level or equivalent.
- Experience of talking to/working with young people .

Skills/Knowledge

- Ability to work in an organised and methodical manner
- Ability to be flexible and co-operative

- Ability to establish positive relationships with pupils, including those with special educational needs
- Ability to work in a classroom environment
- Ability to work effectively as part of a team

General Information

- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times
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