



# Highams Park School

An independent state funded Academy

Principal - Mr P Grundy BA (Hons) PGCE

34 Handsworth Avenue  
Highams Park  
London E4 9PJ

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Fax: 020 8503 3349

enquiries@highamsparkschool.co.uk

www.highamsparkschool.co.uk

<b>Post Title:</b>	<b>COVER SUPERVISOR</b>
<b>Salary / Grade:</b>	<b>SCALE 5 (PTS 12-15)</b>
<b>Responsible for:</b>	<b>COVERING LESSONS AND 6<sup>th</sup> FORM STUDY AREA</b>
<b>Responsible to:</b>	<b>VICE PRINCIPAL</b>
<b>Weeks:</b>	<b>39 WEEKS PER YEAR (TERM TIME ONLY)</b>
<b><u>Job Purpose</u></b>	
<p>The Cover Supervisor's main job is to manage a classroom, ensuring that students remain on task with the work they have been set by an absent teacher. You will also be timetabled to cover the 6<sup>th</sup> Form Study Area as part of your daily tasks.</p>	
<b><u>Role and Responsibilities</u></b>	
<p>As a Cover Supervisor your role and responsibilities will include:</p> <ul style="list-style-type: none"><li>• Covering lessons in the absence of the timetabled teacher</li><li>• Supervising the delivery of the cover work by effectively communicating the work set to students</li><li>• Ensuring that the required resources needed in order to effectively deliver the covered lessons are available</li><li>• Managing the behaviour of students whilst they are undertaking set work to ensure a positive learning environment</li><li>• Responding to any questions from students about process and procedures</li><li>• Dealing with any immediate problems or emergencies in accordance with school policy and procedures</li><li>• Collecting completed work after each lesson and returning it to the appropriate teacher</li><li>• Reporting back as appropriate, using the school's standard procedures on the behaviour of students during the class, and any issues arising</li><li>• To provide supervision and monitoring of the 6th Form Study Centre, registering pupils to each study period, and making the relevant Head of Year aware if a student has failed to attend their study period</li><li>• Any other reasonable duties as directed by the Principal</li></ul>	
<b><u>Beneficial Qualifications / Experience</u></b>	
<p>Recent relevant experience working with secondary aged students in an educational setting is preferential. Applications from individuals who hold one of the following qualifications will be considered:</p> <ul style="list-style-type: none"><li>• Bachelor's Degree</li><li>• Post Graduate Degree/Certificate in Education</li></ul>	



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## Skills, Interests and Qualities

As a cover supervisor you will need to be:

- Highly adaptable as there is no regular timetable
- Confident, organised and at times, diplomatic
- Patient, flexible, creative with a good sense of humour

## You will need to demonstrate that you have

- Experience of working with secondary aged children
- The ability to manage groups of children and cope with challenging behaviour.
- The ability to build good relationships with children, teachers, parents and carers
- A knowledge of the National Curriculum for KS3 and KS4
- The ability to work as part of a team
- Good reading, writing and numeracy skills
- Good IT skills

This post offers a fantastic opportunity for individuals looking to gain teaching and classroom experience or for those considering a career working with young people.