



Gordon's School

Cover Supervisor – Job description

- Hours:** 8am – 5pm Monday to Thursday and 8am – 3.35pm Fridays (8am – 3.35pm Monday to Friday would be considered)
- Reports to:** Deputy Head (Curriculum)
- Salary:** £15,200 - £20,000 (depending on hours and experience)

We require two Cover Supervisors for September 2020.

Main Purpose of the Job

To supervise classes during the short-term absence of the assigned teacher.

Duties and Responsibilities

Core Duties

- Supervise work that has been set by a teacher (Periods 1 to 7).
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect completed work after the lesson and pass to the appropriate teacher.
- Report, as appropriate using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising.

Additional Factors

- All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

Person Specification

- Good educational qualification
- Willing and ability to be involved in extra-curricular activities, such as sport or the arts if undertaking the longer hours
- Ambition to teach or work in an educational setting
- Experience of working with children of the relevant age
- Competence in the use of ICT
- Ability to work with a minimum of supervision and within a team.
- Have 'affable intensity': a sense of humour, but retain sharp intensity for what needs to be done and ability to 'get on with it'
- Understand that teaching is first and foremost about service and 'going the extra mile' for the students

Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including an enhanced DBS check.