



Caistor Grammar School

Job description: Cover Supervisor

Caistor Grammar School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Job details

Salary: £11.18 per hour plus holiday pay

Payscale: NJC 05

Hours: Casual

Contract type: Casual

Reporting to: Cover Manager

Main purpose

-
- Providing in class supervision for pupils when the teacher timetabled for the class is absent.
 - Liaising with staff/HoD regarding planned work set by the teachers.
 - Providing feedback to the teacher/HoD on the lessons covered.
 - Giving in class support within a designated Department area.

Duties and responsibilities

Job description:

To supervise students in classrooms with the work left in accordance with the school policy

- Oversee the collection of resources needed in order to deliver the covered lesson
- To communicate effectively the work set by the teachers to the students
- To create an orderly and purposeful learning environment in which pupils can complete the set work
- To supervise entry and departure of students in accordance with School policy
- To respond to students in relation to general queries about the set work
- To collect completed work after the lesson and return to the appropriate member of staff
- Provide brief pro forma led feedback to the member of staff regarding the cover lesson
- To deal with any immediate problems or emergencies in the classroom in accordance with the School policy

- ***We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment.***
- ***All posts will be subject to an enhanced DBS disclosure, medical, reference and Social media/web search checks.***
- ***All Pre-employment checks are in line with "Keeping Children Safe in Education."***
- ***Shortlisted applicants will be subject to a Social Media/ Web search check. This does not form part of the shortlisting process and you will have a chance to address any issues of concern that come up during the search.***



- To liaise on a daily basis with the Cover Manager
- To undertake appropriate professional development
- To implement the School's Behaviour for Learning policy
- To become familiar with and implement school policies and procedures
- To help raise the aspirations and achievements of all students
- To help develop a pleasant and welcoming learning environment for all
- There may be the opportunity to accompany visits and field trips under the direction of the lead teacher /organiser

- Deadline for applications: **Ongoing**
- Interviews: **TBC**
- Email: Charlie.coulston@caistorgrammar.com with your application. You must complete **a non-teaching staff application form** to apply for this role. [\[link\]](#) Your application cannot be considered if you do not complete the school form.
- We reserve the right to interview before the deadline date, if appropriate

- ***We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment.***
- ***All posts will be subject to an enhanced DBS disclosure, medical, reference and Social media/web search checks.***
- ***All Pre-employment checks are in line with "Keeping Children Safe in Education."***
- ***Shortlisted applicants will be subject to a Social Media/ Web search check. This does not form part of the shortlisting process and you will have a chance to address any issues of concern that come up during the search.***



- *We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment.*
- *All posts will be subject to an enhanced DBS disclosure, medical, reference and Social media/web search checks.*
- *All Pre-employment checks are in line with "Keeping Children Safe in Education."*
- *Shortlisted applicants will be subject to a Social Media/ Web search check. This does not form part of the shortlisting process and you will have a chance to address any issues of concern that come up during the search.*



Person Specification

If you don't have all the experience listed below but are interested in applying, contact the Headteacher's PA, Charlie Coulston (Charlie.coulston@caistorgrammar.com).

CRITERIA	QUALITIES
Qualifications and training	➤
Experience	➤
Skills and knowledge	➤
Personal qualities	➤

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all the experience listed above but are interested in applying, contact the Headteacher's PA Charlie Coulston Charlie.coulston@caistorgrammar.com to arrange a discussion with the hiring line manager.

We reserve the right to interview before the deadline date, if appropriate.

- ***We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment.***
- ***All posts will be subject to an enhanced DBS disclosure, medical, reference and Social media/web search checks.***
- ***All Pre-employment checks are in line with "Keeping Children Safe in Education."***
- ***Shortlisted applicants will be subject to a Social Media/ Web search check. This does not form part of the shortlisting process and you will have a chance to address any issues of concern that come up during the search.***