



Job Description

Job Title:	Cover Supervisor
Salary:	DOYRMS 5.18 - £23,936 FTE (£18,363 pro rata) + DOYRMS Allowance (£6,337)
Reports to:	Vice Principal (Teaching and Learning)

Job Purpose

We are seeking a motivated and flexible individual to join our teaching body as a Cover Supervisor.

This is an exciting opportunity to facilitate learning, across all subjects, to our KS3 and KS4 students, providing consistency and continuity whilst a classroom teacher is absent.

The successful candidate will have experience of working with young people; be able to build positive working relationships; and have an understanding of secondary education. You will issue clear instructions for the lesson as provided by the teacher, keeping students on task and maintaining excellent classroom behaviour. You will be able to respond to general questions from students and provide feedback to teachers on their progress and conduct.

Lessons are scheduled Monday-Friday 0830 to 1600 and Saturday 0830-1200. The Cover Supervisor position is 37.5 hours a week, term time only (40 weeks). Colleagues benefit from use of our excellent School facilities, including swimming pool and fitness suites, alongside independent support through Health Assured. Our average class size is low, and staff are provided with a laptop to support their work. There is a wide ranging CPD programme to support professional development in both the academic and pastoral sphere.

In addition to the Cover Supervisor position outlined above, you will be required to play an active role in boarding school life, including House Tutoring responsibilities during the day, evenings and at weekends. A DOYRMS allowance is payable of £6,337 per annum for this role.



Key Duties and Responsibilities

Cover Supervisor

- Set high expectations for conduct and behaviour, modelling the Dukie values of courage, integrity, respect, commitment, loyalty and self-discipline.
- Provide cover for short-term or unplanned teacher absences, establishing a focused learning environment, completing registration, delivering lesson instructions and supervising the completion of work.
- Maintain excellent student behaviour, dealing promptly with any issues in line with School policy whilst empowering students to take responsibility for their own behaviour, rewarding their successes and achievements.
- Liaise with teachers and curriculum leaders on the progress and conduct of students, evaluating their responses to learning activities and tasks.
- Supervise individual or small groups of students as required, including those with additional learning needs.
- Give administrative and technical support to subject departments; provide examination supervision and support for students with access arrangements; accompany School trips.
- Participate in the performance management process, taking personal responsibility for identification of learning, development and training opportunities in discussion with your line manager, the Assistant Principal.
- Participate in training and other learning activities as required.
- Attend relevant School meetings, reading School Orders and Bulletins.

House Tutor

- Responsible for the welfare of a tutor group of students within an allocated Boarding House.
- Monitoring the academic, behaviour, and general progress of students in their tutor group by liaising with other teaching staff and informing the Housemaster/mistress.
- Tutors should mentor their tutees regularly, supporting academic and pastoral care. This includes supporting with Tutor reports and liaising with parents under the direction of the Housemaster/mistress.
- On a duty day to:
 - Lunch with students of the House.
 - Take supper and then supervise the House for the Housemaster/mistress until responsibility is handed over later in the evening
 - Monitor prep time pro-actively to promote academic excellent and achievement.
- Responsible for the House on a maximum of 12 weekend days throughout the academic year as required by the Housemaster/mistress.
- To assist the Housemaster/mistress, as agreed, in organising and running social, sporting, or other House activities for the students in the House.
- To attend pastoral team meetings and case conferences as required by the Housemaster/mistress.

Key Experience and Skills



Essential

- GCSE in English and Maths at Grade 4.
- Experience of working with young people and the ability to build positive working relationships.
- Commitment to the safeguarding of children and young people.

Desirable

- Experience of working in a school environment.
- Excellent written and oral communication skills, able to effectively liaise with a range of stakeholders.
- An understanding of how children learn and knowledge of positive behaviour management strategies.
- Excellent organisational and administrative skills.
- Fluency with ICT and applications including Microsoft 365 and SIMS.
- Sensitivity to the varying educational needs of young people.
- Knowledge and understanding of supporting the needs of pupils in a boarding environment and an understanding of military values.
- Level 4 or above qualification.

Skills and Personal Qualities

- Great team player.
- Flexible and able to use initiative.
- Willingness to participate in the wider life of the School.
- Commitment to personal and professional development.

Health & Safety

Personal responsibility for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

Equal Opportunities

Personal responsibility for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

Safeguarding Children

Personal responsibility for safeguarding and promoting the welfare of children and young people.

The post holder must be aware of and comply with all School policies and procedures.