



# Ribston Hall High School

## Job Description

### Relief Cover Supervisors

#### Job Purpose

- To maintain lesson continuity during teacher absence
- Manage student behaviour

#### Main Duties & Responsibilities

- During short-term absence of classroom teacher supervise students undertaking work set in accordance with school policies
- To manage behaviour during cover lessons in line with the expectations of students at Ribston Hall High School
- To deal with incidents in line with the school's policies
- Return completed work to the appropriate teacher and provide feedback on any issues
- Support teaching staff with resource preparation

#### Qualifications & Experience

- Understanding of curriculum structure and timetable
- Ability to engage with students and staff in a positive manner and maintain classroom discipline
- Good communication skills and excellent organisational skills
- Ability to be resourceful and adapt tasks where appropriate
- Ability to work under pressure
- Ability to work under own initiative
- Experience of working in a school or with young people

#### Supervision Required

Responsible through the Cover Manager to the Headteacher or other member of staff as may be nominated by the Head Teacher

#### Principal Contacts

Cover Manager, Students, Teaching and Support staff

#### Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such temporary variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.