# Role Description

## Role Title: COVER SUPERVISOR

## Reports To: Deputy Head Academic

Uppingham School, founded in 1584, is a leading co-educational independent boarding school. Its 840 pupils, aged 13-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, human resources, IT, catering, cleaning, health and safety, and the School’s trading subsidiary. The School employs 700 staff, of whom about 120 are teaching staff.

The School is situated on a 120-acre estate with over 75 buildings

JOB PURPOSE

The cover supervisor provides supervision of classes when teachers are absent, ensuring that work set by the teacher (or another teaching colleague) is completed by the pupils.

Some cover lessons will be scheduled in advance, to cover planned absence (for example when a teacher is away on a course or taking a School trip). Other cover will be required at shorter notice, for example in the event of illness. The cover supervisor’s daily schedule will be organised in liaison with the Deputy Head Academic’s PA. If there are periods in the day when no cover is required, the cover supervisor will undertake a range of other support tasks to assist Heads of Departments, the Deputy Head Academic’s PA, the Common Room secretary, the Exams Officer, the Deputy Head Academic or other colleagues.

## Responsibilities

* Supervision of classes during the teaching day in various locations around the School
* Starting and finishing lessons in good time, to enable the cover supervisor to move between lessons
* Maintaining good order and a purposeful working atmosphere in those classes
* Ensuring that work provided by the class teacher (or another teaching colleague) is undertaken by the pupils
* Registering the pupils in the class and checking any absences
* Liaising with the Deputy Head Academic’s PA on a daily basis regarding the cover schedule and other work
* Liaising with Heads of Departments and other teachers when necessary to ensure that classes are properly occupied during cover lessons
* Assisting with other tasks during periods when lesson cover may not be required, for example exam invigilation and administrative support for Heads of Departments

PERSON SPECIFICATION

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| **Attributes** | **Essential** | **Desirable** |
| **Skills & experience** | Previous experience with 13-18 year old children | Previous experience in a school Previous experience in a similar role |
| **Personal qualities** | Personal integrity Interest in education and teaching, and promoting the best possible educational outcomes for childrenCalm and authoritative mannerWillingness to work flexibly to perform a range of tasks at times when lesson cover may not be requiredAble to work on own initiative and look for solutions to problemsSeek support/advice when necessary “Can do” attitudeCalm under pressureSense of humourUnderstanding of and ability to work with 13-18 year olds.Comfortable with a wide variety of people |

TERMS AND CONDITIONS

**Working hours**

This position is term-time only. The School’s terms comprise 32 weeks in total each year. The basic working hours are:

Monday 8.30am – 4.30pm (including 1 hour lunch break)

Tuesday 8.30am – 4.30pm (including 1 hour lunch break)

Wednesday 8.30am – 4.30pm (including 1 hour lunch break)

Thursday 8.30am – 4.30pm (including 1 hour lunch break)

Friday 8.30am – 1.05pm

**Salary**

The salary will be £15,000 per annum (from 1st September 2023)

**Probationary period**

6 calendar months.

BENEFITS

**Holidays** Holidays will be the School holidays. Bank holidays in term time are normal working days.

**Pension scheme** Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum (upon completion of probationary period).

**Benefits** 50% contribution to premiums for School’s private health scheme.

 Free annual membership of dual-use Sports Centre (joining fee).

 Free staff lunches in term time.

 School fee discount scheme for children of staff

## Safeguarding

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and always ensure compliance with the School’s Safeguarding (Child Protection) Policy. If, while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School’s Designated Safeguarding Lead or to the Headmaster.

**Note**

Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Uppingham School in understanding the prime functions of the post.  It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.