



# Job Description

<b>Department:</b>	Cover Supervisor
<b>Focus of Job:</b>	Primary Department
<b>Principal Location of Work:</b>	Oryx International School, Mesaimmer, Barwa City, Doha
<b>Responsible to:</b>	
<b>Contract:</b>	Indefinite/Fulltime
<b>Preferred Candidates:</b>	Must be under family visa/husband sponsorship applicant

## Background

Educating nearly 2,000 students, Oryx International School delivers the best of British Education exclusively for the children of employees of Qatar Airways and its approved subsidiaries. Owned by Qatar Airways and managed by Orbital Education, the school provides the highest standard of facilities and the best British International education in a safe, caring and welcoming environment. The school's Mission is to deliver an engaging, value-rich, broad and balanced 'British International Education Programme' to the children of the employees of Qatar Airways through highly qualified and experienced UK curriculum teachers. The Vision of the school is to ensure that students leave Oryx International School enabled, confident and ready to face the challenges that their next stage of life will bring. Students, in their time studying at the school, will have developed effective behaviours that will enable them to thrive and succeed as global citizens of the 21st century, thanks to our school Values and unique approach to education. For more information, [www.oryxschool.qa](http://www.oryxschool.qa)

## The Role & Purpose

As a Cover Supervisor at Oryx International School, you will supervise and support students in the absence of their regular teachers. Your primary role will be to ensure that students' learning continues smoothly by delivering lessons and maintaining a positive and productive classroom environment. This position requires strong communication skills, excellent classroom management abilities and the ability to work effectively within a team.

## Essential Duties & Responsibilities

- Supervise and manage the behaviour of students in the absence of their regular teachers.
- Deliver pre-prepared lessons and learning activities (English curriculum) to classes across various subjects across Primary ( FS1-Y6)
- Ensure students are engaged and focused on their learning, maintaining a positive and inclusive learning environment.
- Follow the school's policies and procedures, including behaviour management strategies and safeguarding guidelines.
- Support students with their learning, providing assistance and guidance as needed.
- Maintain accurate records of attendance and student progress, reporting any concerns to the appropriate staff members.
- Collaborate with teachers and other staff members to ensure consistency in students' learning experiences.



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- Handle any administrative tasks related to the role, such as distributing and collecting assignments and resources.
- Adapt teaching materials and strategies to meet the diverse needs of students.
- Participate in staff meetings, training sessions, and professional development opportunities as required.

## Qualifications and Experience:

- Bachelor's degree in Education or a related field is preferred, not required.
- Previous experience working in an educational setting, preferably as a cover supervisor or teaching assistant.
- Strong communication skills, both written and verbal, with the ability to engage and motivate students.
- Excellent classroom management skills and the ability to establish a positive learning environment.
- A flexible and adaptable approach to work, with the ability to quickly grasp new concepts and instructions.
- Knowledge of a wide range of subjects across the primary school curriculum.
- Familiarity with behaviour management strategies and safeguarding protocols.
- Ability to work collaboratively as part of a team, maintaining effective relationships with colleagues.
- Organisational and administrative skills to handle record-keeping and resource management tasks.
- A commitment to professional development and staying updated with current educational practices.

Note: This job description is not exhaustive and may be subject to change or amendment based on the needs of OIS.

Signature ..... Date: .....

