

# **THE GRANGE SCHOOL**



## **COVER SUPERVISOR JOB DESCRIPTION**



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**POST:**                    **Cover Supervisor**

**REPORTS TO:**        **Deputy Headteacher**

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### **MAIN PURPOSE OF THE ROLE**

- To supervise cover lessons when Teachers are absent.
- To assist with administration, display and classroom tasks and tasks identified by line manager when not covering lessons.
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.

### **SUPPORT OF LEARNING**

- To supervise students during the absence of a teacher to ensure that pupils carry out a prepared lesson, maintain good order and to keep pupils on task, responding to questions and assisting them to undertake the set activities.
- Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive and purposeful environment.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back to the teacher as appropriate on the behaviour of students during the class, and any issues arising.
- Keep appropriate records to enable objective and accurate feedback to the teacher.
- Assess work during lesson as required

### **SUPPORT FOR THE SCHOOL**

As a member of staff at The Grange School:

1. be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;



2. be aware of and support difference to ensure all students have equal access to learn and develop;
3. contribute to the overall ethos/work/ aims of the school;
4. appreciate and support the role of other professionals;
5. attend and participate in relevant meetings;
6. participate in training and other learning activities and performance development as required;
7. assist with the supervision of students, as per school policy, before school, break and lunchtime.
8. Support with the running of homework club.
9. Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc., as required.
10. Become familiar with the software used to oversee cover at the school
11. Accompany staff and students on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser.
12. To act as a role model and set high expectations of conduct to ensure good behaviour is maintained
13. To support the general welfare of students as necessary.
14. To assist in the classrooms/library as required.
15. To work with small groups/individual students as required.
16. To invigilate and supervise during internal and external examinations.