

Cover Supervisor: Job Description

The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

1. **General Responsibilities:**

- To supervise classes in the absence of the classroom teacher.
- To take responsibility for the classroom management and the delivery of work set in accordance with the School's Cover Policy.
- To take part in whole school inset days.
- To support SEND small groups or lessons as requested
- To undertake a duty as part of the school duty system.
- To accompany trips, visits and other educational activities.
- To support the work of one or more curriculum areas.
- Support and contribute to the creation and maintenance of displays.
- Invigilate internal and/or external examinations.
- To be first aid trained.

2. **Specific Responsibilities:**

- On arrival in school each morning it is the responsibility of the Cover Supervisor to check the cover list in the staff room and take note of the classes they are covering that day.
- For periods where the Cover Supervisor is not required to cover lessons they will support departments in the completion of administrative tasks. During these times it is important for the Cover Supervisor to inform the Cover Manager of their whereabouts in order that they can be contacted to cover a lesson at short notice. This may mean being redirected to the SEND Department if required.
- To ensure student registration is completed in all lessons.
- Reporting back, as appropriate, using the schools agreed referral procedures, on behavior and any other issues arising.
- Managing the behavior of students to ensure a constructive environment whilst undertaking work.

3. **Hours and Salary:**

- This position is part-time (33.75 hours per week) term time only. The salary is paid at grade 6, point 8, £22,777 **pro rata**, actual salary £17,256.

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

All schools within the Warriner MAT are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references