

# Job Description

**Post Holder**

**Post title**                      **Cover Supervisor**

**Accountable to:**        **Headteacher**

<b>Purpose:</b>	<p>The supervision and support of full classes or small groups of students; providing cover for absent teachers; help with communication between absent teachers and Subject Leaders, and supporting teachers with other duties where no cover is required.</p> <p><b>To fulfil and meet the responsibilities set out for teachers in the current DfE 'Keeping Children Safe in Education' and current DfE 'The Prevent duty'.</b></p>
<b>Reporting to:</b>	SLT Link (ED)
<b>Liaising with:</b>	Headteacher, Leadership team, Teaching and support staff.
<b>Disclosure level:</b>	Enhanced
<b>MAIN CORE DUTIES</b>	
<ul style="list-style-type: none"> <li>• Supervision of full classes who have been set work including calling an attendance register and implementing the school's agreed Behaviour Management Policy.</li> <li>• Maintaining good discipline of classes who are under your responsibility.</li> <li>• Where appropriate, accompanying school visits and, on such occasions, taking responsibility, in accordance with School policy and County regulations, for students off site.</li> <li>• Supporting with reprographics as and when required for classes or small groups of students under your supervision.</li> <li>• Invigilating public and internal exams, as and when appropriate and supporting the Examinations Officer with administrative duties.</li> <li>• Providing in-class support, to enable teachers to carry out work with small groups of students.</li> <li>• Maintaining students' records associated with the classes under your supervision.</li> <li>• Providing back-up support for the person responsible for cover, in the supervision of absent colleagues.</li> <li>• Undertake training, as required, for a smooth induction and to further develop the skills required to fulfill this role.</li> <li>• Where no cover is required, undertaking activities at the direction of the member of the Leadership Team to support teachers in delivering the curriculum. Such activities could include:               <ul style="list-style-type: none"> <li>• Help with planning group and individualised work programmes and reviewing work activities.</li> <li>• Joining in with the activities of the students in classes and contributing to assessment and record keeping.</li> <li>• Assisting with classroom and corridor displays.</li> <li>• Year leader support including                   <ul style="list-style-type: none"> <li>○ Support with the investigation of student incidents</li> <li>○ Collection and collation of work to be sent home for absent students</li> <li>○ Collecting student for detentions</li> </ul> </li> </ul> </li> <li>• To be able to deliver core lessons remotely via MST should the school have a partial or full closure.</li> </ul> <p>Such others duties as may reasonably be allocated by the Headteacher or other delegated officers within the purview of the post.</p>	

<b>Other specific duties and additional responsibilities</b>	<ul style="list-style-type: none"> <li>To uphold the school's values, vision and ethos</li> <li>To follow the school's policies and practices in your day to day working practice</li> </ul> <p>To lead by example as a cover supervisor, upholding professional conduct and practice at all times inline with the school's Staff Conduct Policy and expectations for practice.</p> <p>To play a full part in the life of the school community, to support its vision and ethos and to encourage and ensure staff and students follow this example; To actively engage in the Performance Management process and continue personal development; To undertake any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>
<b>Intellectual Property Rights</b>	All work in the form of curriculum resources and SOW and any other materials produced for students or staff whilst an employee at Hounslow, remains within the ownership of the school. As such the school can determine whether this work is shared with others outside of the school. Upon leaving a copy of the work and materials should and must be left within the school (electronically or hard copy).
<b>Child Safety</b>	<p>We are committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment. To ensure that the school's Safeguarding &amp; Restraint Policy and practice is adhered to at all times;</p> <p>To be responsible for implementing and embedding the school's safeguarding, child protection and whistleblowing policy &amp; practice, alerting the appropriate colleagues or school's Designated Safeguarding Lead to welfare and safeguarding concerns.</p> <p>This is to remind staff about the expectation to inform the school where the relationships and associations, both within school and out of the workplace (including online), may have implications for the safeguarding of children in the school. Also to remind staff that if their circumstances change in this regard they inform the school via the Headteacher. Any matters raised will be dealt with confidentially and sensitively.</p>
<b>Health &amp; Safety</b>	<p>To be responsible for following the school's Health &amp; Safety policy and practice, alerting the appropriate school staff to areas of concerns;</p> <p>To be responsible for completing health &amp; safety training as required;</p> <p>To be responsible for the annual completion of your working area's risk assessment where required.</p>
<b>Training</b>	Work Station Assessment

November 2022

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Selection Criteria for Post of: Cover Supervisor</b>	
<b>Qualifications</b>  A good general education and educated to GCSE level C / Grade 4 or equivalent in Mathematics and English	
<b>Experience</b> Previous experience of cover supervisor work (desirable but not essential)  Previous experience of working with 11-16 year old children(desirable but not essential)	
<b>Skills and Abilities</b>  Ability to implement the Classroom Discipline Plan effectively  Ability to communicate effectively  Excellent inter-personal skills  Initiative and the desire to motivate  ability to work co-operatively with teaching and non-teaching staff, governors, parents, students and members of the community  The desire to be fully involved in promoting a positive image for the school  ability to work well under pressure and with enthusiasm, commitment and a sense of humour  The ability to work as a member of a team and commitment to promoting team development  High standards of personal appearance and performance	
<b>References</b> Receipt of two supportive references without identification of areas of concern	
Meet and can fulfil the job description	