



The Cotswold School Academy Trust – Job Description

Job Title:	Cover Supervisor
Responsible to:	Governors, Headteacher, Assistant Head (Operations), SENCO

Overall Responsibility

To supervise cover lessons when teachers are absent. This does not imply active teaching but rather class supervision.

To fulfil other designated duties when not covering lessons.

Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children Safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

Job Outline

Cover

In the context of this job description the term 'cover' refers to those occasions when the normal classroom teacher is absent leaving a teaching group without a teacher. Absence can be planned, i.e. where a teacher's absence is known in advance, or unplanned, i.e. where the teacher's absence is for unexpected medical or personal reasons.

- Cover for short term planned or unplanned absence of a teacher by taking registration and supervising lessons. In all cases work must have been set, either by the 'absent' member of staff or the appropriate Head of Department.
- Manage the pupils behaviour in line with school policies, thus ensuring learning continues to take place.
- Report, as appropriate and in line with school policies and procedures, any problems such as incidents of disruptive or unacceptable behaviour during the lesson, using Behaviour Support if behaviour warrants this.
- Report any problems with the set work to Assistant Head (Operations) – especially if it is inappropriate or below an agreed standard.
- Help pupils during a lesson to complete tasks set either through supporting self-directed study, or assisting pupils by responding to their questions.
- Collect all work done during the lesson retaining it until it can be passed on to the class teacher, via the agreed route, upon their return.
- Work with teachers and curriculum co-ordinators to plan cover work for an absence known in advance, and prepare a bank of materials available for unexpected absence.
- Work with teachers in the development of educational initiatives by supporting those initiatives in the classroom.

Other Specific Duties

- Assist in the supervision of examinations, both public and internal, if required.

- Provide administration support for teachers and other management tasks as directed.
- During periods when cover is not needed, work as a Teaching Assistant under the direction of the SENCO.
- Set a good example in terms of personal presentation, attendance and punctuality.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Manage the pupils Health and Safety, taking appropriate action related to any problems or emergencies that occur during the lesson.

Continuing Professional Development

- Participate in an induction programme that includes lesson observations of experienced teachers and application and use of school policies and procedures.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available – particularly those run by GCC for cover supervisors, e.g. those concerned with behaviour and pupil management.
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.
- Maintain a professional portfolio of evidence via SchooliP to support the Performance Management process - evaluating and improving own practice.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

We are an equal opportunities employer and value and respect diversity across our whole school community. The Cotswold School is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check and receipt of two satisfactory references. We reserve the right to interview and appoint prior to the closing date.