**JOB DESCRIPTION**

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| Job Title:  | **Cover Supervisor** | Salary: **Grade 4** |
| Location:  | **Meadow Park School** | Hours: **37 hours per week, term-time only plus one week** |

**Job Purpose**

To provide cover supervision in the event of the short-term absence of teaching staff.

**Duties and Responsibilities**

* Supervise a whole class to undertake work/activities that have been set by teachers in accordance with School policy
* Undertake supervision and discipline of students within the procedures of the school to ensure a positive and productive learning environment, providing detailed and regular feedback as appropriate
* To plan and deliver appropriate learning activities when covering long-term absences using direction from Curriculum Leaders and following schemes of work where necessary
* To mark student work in line with the school policy, when covering longer-term absences
* To encourage the young people to interact and work co-operatively with each other and engage all students in learning activities
* To direct TAs within the classroom to support individual student learning
* To respond to any questions from students about processes and procedures
* To deal with any immediate problems or emergencies in accordance with school policy
* To establish communication links with the appropriate teacher to ensure continuity in learning is maintained for the students after the end of the lesson
* To collect completed work at the end of lessons and return it to the appropriate teachers
* To report to the Curriculum Leader or the appropriate person regarding any issues that might arise during a lesson
* To supervise students sitting examinations as directed
* Assist with the supervision of students outside of lesson times, including before and after school and participating in lunchtime supervision.
* Assist with group activities within and away from the classroom/school, such as PE, educational visits, relevant internal and external meetings
* In collaboration with students, all staff are responsible for caring for the school environment, ensuring health and safety requirements are met and that a positive and stimulating learning environment is created.
* All staff should establish high expectations of positive student behaviour and appearance.

In order to meet their own professional needs and the aims of the school all staff have the right to appropriate support and professional development opportunities, both through training and through formal and informal contact with colleagues.

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person; carry out his/her duties in accordance with the equal opportunity and anti-discriminatory practices of the school.

Any other duties and responsibilities within the range of the salary grade.