

**JOB DESCRIPTION**

Job Title: **COVER SUPERVISOR**

Job Location: **Student Services – Teaching & Learning (T & L)**

Line Manager: **Deputy Head Teacher – Teaching and Learning, Quality of Education, Curriculum and Assessment**

**JOB SUMMARY**

To supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task. Cover Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake ‘specific work’ (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development), for any timetable lessons that have been allocated. Cover Supervisors will not therefore be subject to a ‘system of supervision’ other than the general supervision applicable to all staff and will act under the professional direction of teachers.

**Responsibilities:**

**Support for Students**

* Supervise students engaged in learning activities
* Act as a role model and set high expectations of conduct and behaviour
* Promote the inclusion and acceptance of students within the classroom

Supervise work that has been set in accordance with school policy

* Provide lunchtime supervision around the school
* Provide cover in Sixth Form Study Room in absence of Study Supervisor

**Support for Teachers**

* Provide objective and accurate feedback to the teacher on the conduct of the lesson

Supervise work that has been set in accordance with school policy

* Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

**Support for the Curriculum**

* Support the use of ICT where appropriate
* Make appropriate use of equipment and resources

**Support for the School**

* Be aware of and comply with the policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop

To accompany students on trips, visits and other educational activities

* Participate in training and other learning activities as required
* Attend relevant school meetings as required
* To respect confidentiality at all times
* To undertake Safeguarding Training / any training applicable to the role as directed by the school
* To attend all INSET training as set by the school
* Undertake the duties at break/lunch as directed by the school in line with contracted/directed time
* To review and develop your own professional practice, including taking part in annual performance review
* Any other such matters as the school may reasonably request

**The duties of the post may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Line Manager/ Headteacher**