



Cover Supervisor Job Description



Job Title: Cover Supervisor

Responsible to: You will work under the direction of the Deputy Headteacher

Grade: 4

Role purpose: To cover lessons in the absence of the teacher.
In addition, to work collaboratively alongside other classroom practitioners to maximize student progress and develop professional practice. To undertake other tasks to help the smooth running of the school.

Roles and Responsibilities:

Supporting the school ethos

1. Promote the values and vision of the school, developing a culture of high expectations and personal responsibility.
2. Support the consistent implementation of school policies, approaches and expectations.
3. Promote high standards of behaviour, discipline and personal appearance amongst students.
4. Promote Spiritual, Moral, Social and Cultural development, British Values and students' personal development.

Classroom cover, detentions, Directed Study and Inclusion

1. Create a positive working environment so that the learners can be engaged in the work set for them by their classroom teacher.
2. Seat students according to available seating plans. Update the attendance registers and any other records as required.
3. Explain the task and activities clearly to the learners, having regard to any health and safety issues that may arise (for example with the use of equipment). Provide further explanations as needed and clarify instructions and ideas as appropriate.
4. Understand and use Northgate's Behaviour for Learning strategies to manage learner behaviour.
5. Deal with any immediate problems or emergencies in accordance with the schools procedures and policies.
6. Collect completed work and equipment at the end of the lesson and return it to the appropriate teacher/place as required.
7. Dismiss classes/individuals in line with school procedures, ensuring that the classroom is tidy and students' uniform is worn correctly.

Supporting other learning

1. Develop your own knowledge and skills by working collaboratively with other classroom practitioners across a range of subjects, to support learning and develop effective classroom based intervention strategies.
2. Help supervise learners taking examinations and assist with organised events such as Sports Day, field work and other school trips and after school events as required.

Whole school support

- 1.** Contribute to the running of school clubs or supervise students other than when on your official lunch break.
- 2.** Proactively patrol the school, particularly at the start of lessons when not directed to other duties, in order to redirect any students who are not in lessons without good reason.
- 3.** Assist with student uniform checks and periodic late checks.

Other

- 1.** Ensure that Health and Safety Regulations are complied with. Comply with school policies for example Safeguarding, Data Protection and e-safety.
- 2.** Ensure that confidentiality is observed at all times.
- 3.** This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature are not excluded because they are not itemised. The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training may be given to help the postholder undertake this new/varied work.

Decisions made

- 1.** The majority of decisions expected of this post are taken within established procedures, practices and routines. The postholder is expected to deal with variations from the accepted pattern, missing documentation or other unusual aspects and, as appropriate, bring the matter to the attention of their line manager.
- 2.** The postholder is expected to suggest changes to procedures and routines and raise awareness where this could lead to an improvement in the effectiveness of meeting the needs of students.

Working Arrangements

- 1.** The postholder will be expected to cover for absent teachers, work alongside other classroom practitioners or within the Intervention Centre as needed.
- 2.** A full working week is 30.85 hours, 8.40am to 3.20 pm, working 5 days a week during term time (38 weeks a year) Appropriate staff training days should be attended, and hours claimed for accordingly.