

Job Description



Job Title:	Cover Supervisor
Accountable To:	Head of School
Responsible To:	Cover Manager
Salary:	Unqualified Teachers Pay Scale
Employment Status:	Full time, Permanent

Job Purpose/Accountable for:

Ensuring that the areas of school life for which I am responsible contribute to outcomes above expectations for the school's students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the school so that it remains a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the school's activities and that this in turn ensures that everybody takes pride in all aspects of the school's work.

Main Duties and Responsibilities

1. To supervise cover lessons when Teachers are absent.
2. To assist with administration, on-call, supervision and inclusion room, exam invigilation and display and classroom tasks when not covering lessons.
3. To assist with teacher photocopying as necessary.
4. To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Every Child Matters agenda and Area Child Protection Procedures.
5. Cover for short term planned or unplanned absence of a Teacher by taking registration and supervising lessons. In all cases work will have been set, either by the 'absent' member of staff or the appropriate Team Leader.
6. Manage the students' behaviour in line with School policies, thus ensuring learning continues to take place.
7. Report, as appropriate and in line with School policies and procedures, any problems such as incidents of disruptive or unacceptable behaviour during the lesson.
8. Report any problems with the set work to the Team Leader – especially if it is inappropriate or below an agreed standard.
9. Help students during a lesson to complete tasks set either through supporting self-directed study, or assisting students by responding to their questions.
10. 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.
11. Work with Teachers and Team Leaders to plan cover work for an absence known in advance, and prepare a bank of materials available for unexpected absence.
12. Work with Teachers in the development of educational initiatives by supporting those initiatives in the classroom.

Other Duties

1. Assist in the supervision of examinations, both public and internal.
2. Provide administration support for Teachers, assist with classroom displays and other management tasks as directed.
3. During periods when cover is not needed, support the work of the Administration Team as directed, or work as a Teaching Assistant under the direction of the SENCO.
4. Set a good example in terms of personal presentation, attendance and punctuality.

Health and Safety

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
4. Manage the students Health and Safety, taking appropriate action related to any problems or emergencies that occur during the lesson.

Continuing Professional Development

1. Participate in an induction programme that includes lesson observations by experienced Teachers and application and use of School policies and procedures.
2. 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.
3. Undertake any necessary professional development as identified in the School
4. Improvement Plan taking full advantage of any relevant training and development available.
5. Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.
6. Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.