

**THE CHERWELL SCHOOL**  
***Opportunity, Responsibility, Excellence***

**Job Description - Cover Supervisor**

Responsible to: Cover Officer

Salary Scale: Grade 7

Working Time: 34.5 hours per week, term-time only plus 5 INSET days  
Mon – Thurs; 8:20am – 4:10pm and Fri; 8:20am – 3:40pm

**Job Purpose:**

The primary focus is to encourage effective learning through classroom cover for teachers, when not covering classes it is to provide classroom or administrative support as well as contributing to extra-curricular opportunities.

**Main Duties**

- To cover lessons for absent teachers (the subject of the lessons will vary, however the Cover Officer will aim to assign you to subjects which you have a particular interest in where possible)
- To cover registration for absent teachers
- To undertake student supervisory duties as required when not covering for an absent teacher, either with individuals or small groups
- To provide administrative support
- To undertake emergency exam invigilation if required
- To provide extra curricular opportunities for students (e.g. Homework club)

**Tasks**

- Collect the daily cover schedule from the cover manager each morning, studying the cover work set for assigned lessons and seeking clarification (if necessary) from the teacher setting the work
- Arrive promptly to cover lessons
- Ensure orderly entry to the classroom and check that students are equipped to start the lesson
- Record attendance using the electronic registration system (Bromcom)
- Give instructions on work left by the absent teacher / Head of Faculty to the class, both verbally and visually (normally from standard pro forma) and state the learning aims of the lesson
- Follow requirements from the cover lesson pro forma including any homework instructions
- Arrange the distribution of resources as required
- Keep students on task during the lesson
- Show enthusiasm and answer any queries where possible
- Deal with any behaviour problems in line with school sanctions policy
- Be prepared to improvise if required: seek help from member of staff specified on pro forma if necessary
- At the end of the lesson ensure the classroom is tidy and dismiss the class in an orderly fashion at the correct time
- Provide feedback (both positive and negative) to the absent teacher / Head of Faculty
- When not providing cover (or studying cover work) during the school day, provide support for specific departments and/or administrative support
- Provide support for or lead extra-curricular / after school activities

## **General Whole School Responsibilities**

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote actively the school's corporate policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

## **Mental Health and Wellbeing**

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

### Notes:

- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.