

**JOB DESCRIPTION**

**JOB TITLE:** Cover Supervisor

**RESPONSIBLE TO:** Cover Coordinator

**GRADE:**  NJC Grade D (point 7 -12)

**SALARY:** £22777 - £24496 (full-time equivalent)

**HOURS:**  32.5 hours per week

Term-time plus 5 days (39 weeks)

**CURRENT POST HOLDER:**

**AIM OF THE POST:**

To support students continued learning in the absence of their teacher.

Delivering work set by the teacher and providing consistent behavioural support.

Engaging with College life and supporting students’ wider developments and full potential

Due to the nature of the role, the post holder will need to adopt a flexible approach to their responsibilities on a daily basis and be able to prioritise tasks.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**THE DUTIES OF THE COVER SUPERVISOR:**

**Specific Responsibilities**

* Supervise class groups and deliver the programme of learning.
* Implement our robust behaviour policy, setting high expectations for our learners.
* Arrive promptly to cover lessons and ensure orderly entry to the room.
* Complete attendance registers promptly and keep relevant members of staff informed of concerns.
* Arrange the distribution and collection of resources required.
* Draw on the expertise of other adults in the classroom where appropriate e.g. Learning Support Assistants, Trainee teachers.
* Encourage a calm and constructive learning environment and use the College Rewards and Sanctions Policy.
* Motivate students to complete tasks set by the class teacher and encourage students to interact and work cooperatively with others to ensure all students are engaged on the set tasks.
* Be pro-active in supporting the students with the content of cover work and answer any questions / queries where possible. Use praise to help motivation.
* Adhere to the College’s Safeguarding procedures and guidelines.
* Be prepared to improvise if required adjusting lessons / work plan as appropriate and if necessary, seek help from subject staff.
* Follow end of lesson requirements including any homework instructions.
* Ensure that the room is tidy and dismiss in an orderly fashion at the correct time.
* Attend relevant CPD, including whole staff meetings, as and when required.
* Leave feedback for the class teacher of progress made by students.
* Occasionally deliver activity-based P.E lessons but only with prior agreement and relevant training.
* Assist with other College procedures such as examination invigilation, trip / visit support etc.
* This is a holistic cover role that supports the needs of the College in the absence of staff across all departments. The role includes carrying out subsidiary admin tasks or may require covering of other roles within the College, for example covering as an LSA, completing administrative tasks, or covering Reception at times when lesson cover is quiet.

**General**

* Supporting the aims of the College.
* Support the College in its drive to raise standards for all students.
* To support the enhancement and operation of the learning environment of the College.
* To adopt, adhere and work within College policies and procedures and help identify, minimise and eliminate any Health and Safety issues.
* Attend relevant staff development (internally and externally) and apply the knowledge in the workplace.
* Ensure a high level of courtesy and care at all times.
* Participate in Performance Management and Professional Development opportunities as required.
* Value diversity and promote equal opportunities.
* Work within Health and Safety guidelines and be aware of your responsibilities for Health and Safety.
* Carry out any other duties commensurate with the post.
* To support other staff by covering duties if they are absent from work.
* All information in relation to the College should be treated with discretion and strict confidentiality at all times.
* Maintain an orderly working environment.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the College as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Honiton Community College is committed to safeguarding and promoting the welfare of the children and expects all staff and volunteers to share this commitment.

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| Post holder:  I agree and accept the details of this job description.  **Signed:**  **Date:** |

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| Line Manager:  I agree and accept the details of this job description.  **Signed:**  **Date:** |