



Job Description

Job Title:	Cover Supervisor
Salary Band:	Band C
Contract:	35 hours per week (8:15am -3.45pm) 39 weeks per year - term time and all inset days
POSTHOLDER:	Vacancy
LINE MANAGER:	Senior Cover Supervisor

OVERALL RESPONSIBILITY

To cover lessons for short term absence of teaching colleagues, to maintain good order in the classroom and to support the teaching and learning policy of the school.

To supervise pupils during the lunch hour and link with the Senior Staff Member on Duty as necessary.

To support on reception for the first half hour of each day (8:00am-8:30am).

Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the current safeguarding guidelines.

SPECIFIC DUTIES

To be responsible for the supervision of classes throughout both Key Stage 3 and Key Stage 4 and to ensure that pupils complete any work or tasks set for them by teaching staff.

To maintain good discipline within the classroom and around the school, in accordance with the school policies.

Take an appropriate role in the development and implementation of appropriate behaviour management strategies.

Work with the school's agreed behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.

Challenge and motivate pupils, promote and reinforce self-esteem.

Encourage children to value their experiences and knowledge.

Make effective and efficient use of ICT for classroom and management support.



Be familiar and keep up to date with the school's systems and structures as outlined in policy documents including Health and Safety, Safeguarding and Child Protection policies.

Provide advice and guidance as required and appropriate.

Develop and use effective communication systems appropriate to audience.

To register each class using the computerised system, for which training will be given.

To liaise with teaching staff regarding set work.

To be responsible for checking the cover system regularly for your own work throughout the day.

To provide cover for registration if required and support duty teams.

To undertake any training that is deemed necessary and cascade information.

Under the guidance of the Line Manager, to assist with supervision of pupils in a stipulated area or during a specific activity during the lunch break.

Under the direction of the line manager to ensure display boards around school and in classrooms are kept current and relevant.

To act as First Aider across the school (full training will be provided).

To contribute to preparation for whole school events e.g., Open Evening, Presentation Evening, Awards events.

Under the direction of the line manager to manage the movement of students during whole school events e.g., school photographs.

To offer administrative support to Department and Key Stage areas when time permits.

To attend and contribute to Department meetings to assist in the development of the team.

To carry out other reasonable duties as determined by, and in consultation the Line Manager.

HEALTH, SAFETY AND SECURITY

1. Co-operate with the employer on all issues to do with Health, Safety & Welfare.
2. Support the School's implementation of all other current statutory requirements, e.g., Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

PASTORAL CARE

1. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

CONTINUING PROFESSIONAL DEVELOPMENT – PERSONAL

1. In conjunction with the Head, 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.

2. Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Compiled by: M Bull	Revision Number 4
Approved by: D Warwood	Revision Date 15/05/2023