



# ARTHUR MELLOWS VILLAGE COLLEGE



## JOB DESCRIPTION

*This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Online searches are carried out on all shortlisted candidates.*

**NAME:**

**JOB TITLE: COVER SUPERVISOR**

**RESPONSIBLE TO: COVER MANAGER**

**LINE MANAGEMENT RESPONSIBILITY: NONE**

**BUDGET: NONE**

### **OVERALL RESPONSIBILITY:**

- To supervise classes across the curriculum in following a programme of study during the short term absence of their class teacher.
- To actively engage with the class and follow all classroom procedures as per the classroom teachers instructions.
- Contribute to the safeguarding and promotion of the welfare of children and young people with regards to the DfE's "Keeping Children Safe in Education" and Child Protection Procedures.
- Contribute to raising standards of achievement for all students in the relevant department.

### **SECTION 1 - DUTIES:**

#### **Cover Supervision**

1. Under the direction of a member of SMT, supervise students in class during the absence of their class teacher.
2. Attend morning Staff Briefings.
3. Take class registers, as and when appropriate.
4. To liaise with members of teaching staff where possible to ensure that instructions are clarified.
5. Liaise with Learning Support Assistants regarding individual students being supported in class.
6. Administer clear instructions to the class, based on the detailed work set, and actively supervise students as they carry out the instructions.
7. Inform the class teacher of any non-participation by individual students.
8. Manage the students' behaviour in line with school policies, thus ensuring student work continues.
9. Assist classroom teachers as directed by the Cover Manager.

#### **Support for Departments**

1. Support departments with the preparation of resources, classroom displays, filing etc.

#### **Exam Invigilation**

1. Assist with the invigilation of examinations, as and when requested to do so.
2. Assist with exam preparations as directed by the Examinations Officer.

### **Health and Safety**

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.

### **Continuing Professional Development**

1. Participate in an induction programme that includes lesson observations of 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 Improvement Plan taking full advantage of any relevant training and development available – particularly those run by the LA for cover supervisors, eg those concerned with behaviour and student management.
4. Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.

### **Support for the School**

1. Participation in staff events by arrangement.
2. Attend and actively participate in Staff Meetings.
3. Contribute to the maintenance of a safe and healthy environment.
4. Contribute and participate in school events and activities.
5. Develop and maintain effective working relationships with other staff and parents/carers.
6. During periods when cover is not needed, work under the direction of the Cover Manager.

Any other tasks, duties or services that may be reasonably requested.

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 College 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 Head of College or the incumbent of the post.

**All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.**

Compiled by:	
Approved by:	
Date:	