

# Carterton Community College

## Job Description



**Job Description:** Cover Supervisor

**Responsible to:** Assistant Headteacher

**Scale/Salary:** Grade 6 Points 8 - 13

**Hours:** 31.5 hours per week, term time only

### Terms and Conditions

<https://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book>.

**DBS Disclosure Level: Enhanced with Children's Barred List**

### PURPOSE AND SCOPE OF RESPONSIBILITIES

To facilitate high quality learning within the classroom in the absence of the class teacher.

### JOB ROLE

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.

Main Tasks of the Post	Expectations of the Task
Covering lessons	<ul style="list-style-type: none"><li>▪ Receive instructions about the work to be undertaken by the class. These instructions will either be left by the absent teacher or another qualified teacher.</li><li>▪ Ensure that the resources specified are available.</li><li>▪ Print a register for the group if one has not been left.</li><li>▪ Arrive promptly at the classroom.</li><li>▪ Ensure that the students are properly dressed in uniform and have the correct equipment.</li><li>▪ Take the register.</li><li>▪ Explain the work requirements and objectives to the class, writing these on the board if appropriate.</li><li>▪ Distribute books and other resources as required.</li><li>▪ Ensure that students work quietly and keep on task.</li><li>▪ Show interest in the students' work, and where possible offer help and support.</li><li>▪ Praise students where possible and apply the College behaviour guidelines and sanctions where necessary.</li><li>▪ Work with the Teaching Assistant or Trainee Teachers within the classroom as appropriate.</li><li>▪ Collect any materials and resources as necessary at the end of the lesson according to the instructions left by the class teacher.</li><li>▪ Dismiss the class, ensuring that the room is left tidy, and that the students leave in an orderly fashion.</li></ul>
When not required to cover lessons supervisors will be deployed to provide general assistance	<ul style="list-style-type: none"><li>▪ Provide Admin support</li><li>▪ Supervise groups of students working outside their normal classroom</li><li>▪ Provide TA support in classrooms</li></ul>

	<ul style="list-style-type: none"> <li>▪ Undertake exam invigilation</li> <li>▪ Provide help to teachers or support staff, (wherever possible making use of the skills that the cover supervisor is able to bring to the job, for example library skills, display skills etc).</li> </ul>
Whole school responsibilities	<ul style="list-style-type: none"> <li>• To undertake annual performance management</li> <li>• To be aware of school policies and undertake safeguarding/child protection training.</li> <li>• To be aware and adhere to relevant school policies and procedures.</li> <li>• To be responsible for the reporting of H&amp;S issues affecting yourself and colleagues, following agreed procedures.</li> </ul>

The postholder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.

The postholder must comply with the school's Equality Policy, Safeguarding Policy and Health & Safety Policy, and complete enhanced disclosure forms.