



JOB DESCRIPTION

Job Title	Cover Supervisor
Grade	Scale 5
Liaison with	Teaching staff, support staff, Headteacher, pupils
Job Purpose	<p>To supervise whole classes to cover short term absence of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher, and keep pupils on task while maintaining good order.</p> <p>Cover supervisors can respond to general questions and provide general feedback to the teacher. The cover supervision role will normally include other activities, or be part of a wider role in the school, e.g. teaching assistant, technician or administrative roles.</p> <p>Responsible to a member of the Leadership Team or a Head of Department and works under the general direction of a class teacher when supervising lessons. Cover supervisors may work within particular departments on a long term basis so as to improve the continuity of education during teacher absence and increased understanding and familiarity with the curriculum and the pupils working within that department.</p>
Principal Responsibilities	<p>Support for pupils</p> <ul style="list-style-type: none">• Supervise pupils while they are engaged in learning activities and deal with immediate problems and emergencies.• Manage pupils' behaviour within the ethos and behavioural policies of the school.• Set high expectations of conduct whilst acting as a role model.• Respond to pupil queries on procedures while keeping pupils on task.• Promote the inclusion and acceptance of all pupils within the classroom within the school's policies and procedures of equal opportunities. <p>Support for Teachers</p> <ul style="list-style-type: none">• Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of pupils.• Collect and pass on any completed work.• Maintain and pass on any appropriate records as agreed beforehand with the teacher.• Provide support and assistance to teaching staff in large examinations or test groups.

	<p>Support for the Curriculum</p> <ul style="list-style-type: none"> • Support the use of ICT within the lesson as appropriate. • Understand and ensure appropriate organisation/use of the classroom, equipment and resources. <p>Support for the School</p> <ul style="list-style-type: none"> • Accompany groups of pupils on school trips ensuring their health and safety (to be at discretion of lead teacher). • Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • Participate in training and other learning activities as required. • Undertakes other similar duties and activities that fall within the grade and role of the post as decided by the Headteacher. <p>Examples are :</p> <ul style="list-style-type: none"> Exam invigilation Isolation duty Duty call out Support in Quest Support in classroom Medical Room cover
General	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Participate in training and other learning activities as required • Attend relevant school meetings as required • To respect confidentiality at all times • To undertake invigilation as and when required • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>