



**COVER SUPERVISOR  
JOB DESCRIPTION**

<b>NAME</b>	
<b>ACCOUNTABLE TO</b>	Director of Learning / Assistant Head
<b>SCALE</b>	Bexley 07 - Pro-Rata (39 weeks a year, 3 days per week and 21.6hrs per week) Actual Salary £15,431.02 - £16,153.94
<b>DURATION</b>	Permanent
<b>APPOINTMENT</b>	
<b>JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>● <b>Cover Supervisor:</b> Responsible for supervision of classes across the curriculum in the event of absence of the teacher, ensuring that pupils are engaged in pre-set work, managing behaviour for learning and ensuring a safe environment.</li> </ul>
<b>Key Area</b>	<b>Responsibility</b>
<p><b>Responsibilities</b> <i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i></p>	<p><b>Cover &amp; Faculty Support</b></p> <ul style="list-style-type: none"> <li>● To cover lessons due to the absence of a teacher. This will include: <ul style="list-style-type: none"> <li>○ Taking a register of pupils present/absent</li> <li>○ Distributing the work provided by the subject teacher/HoD/HoF</li> <li>○ Supporting pupils and advising them how they should do their work</li> <li>○ Ensuring pupils remain on task</li> <li>○ Collecting in work as required</li> </ul> </li> <li>● To hold the role of Form tutor.</li> </ul> <p><b>Other Key Tasks and Activities</b></p> <ul style="list-style-type: none"> <li>● To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment.</li> <li>● When not required to undertake any responsibility falling within the above, Cover Supervisors may be directed to provide additional support in the school, in accordance with the duties of other similarly graded jobs for which they are suitably skilled/qualified.</li> <li>● Participation in extra-curricular activities is voluntary but all staff members are encouraged to participate, lead and promote activities to build good relationships with young people and broaden their formal learning opportunities.</li> </ul>
<b>Areas of Accountability</b>	<ul style="list-style-type: none"> <li>● Pupils continue to receive high quality teaching &amp; learning in the absence of teachers</li> <li>● Pupils behaviour &amp; requirements are managed consistently in line with Academy policy</li> <li>● Through effective teaching and learning students achieve their best possible outcomes.</li> <li>● To ensure the Department budget and resources are effectively managed.</li> </ul>

<b>Professional development</b>	<ul style="list-style-type: none"> <li>● Work actively to develop professional expertise by participating in ongoing professional development.</li> <li>● Keeping up to date with national requirements with regard to Teaching &amp; Learning (DfE / Ofsted guidance).</li> <li>● Pedagogic research and development to improve the standard of teaching.</li> <li>● Lead and participate in further training and professional development including those aimed at meeting the need identified in performance objectives or in performance statements.</li> <li>● To take part in the approved performance review system for support staff.</li> </ul>		
<b>Discipline, Health and Safety</b>	<ul style="list-style-type: none"> <li>● Maintain good order and discipline and safeguard the health and safety among students both within the classroom, school premises and when they are engaged in authorised school activities elsewhere.</li> <li>● To work in accordance with the guidelines set out in the school Health and safety policy and specific faculty areas.</li> </ul>		
<b>Examinations</b>	<ul style="list-style-type: none"> <li>● Participate in arrangements for preparing students for external/internal examinations, in assessing students for the purpose of such examinations.</li> </ul>		
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>● Assist in the maintenance of good relationships with staff, parents, governors, contractors, external agencies and other visitors to the school in order to promote the objectives of the school.</li> <li>● Attend and participate in meetings relevant to the responsibilities of the post.</li> <li>● Assist with/complete statistical returns relevant to the responsibilities of the post.</li> <li>● The school is committed to safeguarding and promoting equal opportunities and race equality and expects all staff to share in this commitment.</li> <li>● The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.</li> <li>● Promote the school's values and ethos in accordance with the School's Professional Code.</li> <li>● To maintain a professional standard of conduct, dress and presentation at work.</li> </ul>		
<b>Review of job description</b>	<ul style="list-style-type: none"> <li>● This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.</li> </ul>		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Head Teacher		Date	