



## DEDWORTH MIDDLE SCHOOL – Job description

<b>Job title</b>	Cover Supervisor
<b>Pay and conditions</b>	35 hours term time. Mon-Fri 8am-3.30pm with 0.5 hr unpaid lunch break.  Salary: Support staff salary scale 5 scale point 12. FTE £24,264 (actual salary £19,412).
<b>Report to</b>	Deputy Headteacher
<b>JOB PURPOSE</b> <ul style="list-style-type: none"><li>To organize cover and provide supervision of classes to cover the short-term absence of teachers.</li></ul>	
<b>SCOPE OF JOB</b> <ul style="list-style-type: none"><li>Organising the school's daily cover requirements, assigning additional staff as necessary.</li><li>Copying cover work and resources.</li><li>Works independently within a classroom, ensuring pupil behaviour is acceptable and work progressed in the absence of the teacher.</li><li>Maintain a purposeful and calm atmosphere in the classroom by upholding and applying agreed policies and practice for learning and behaviour in a consistent, firm and non-confrontational manner.</li></ul> <b>Main Duties and Responsibilities:</b> <ul style="list-style-type: none"><li>Keep a diary of planned teacher absence.</li><li>Planning lesson cover on a daily basis and communicating to all staff.</li><li>Ensure classes enter and exit in an orderly fashion.</li><li>Complete class registration in line with the school's procedure.</li><li>Instruct pupils about the work set by the teacher, ensuring understanding of tasks.</li><li>Provide necessary resources for activities set and clarify instructions to ensure that pupils are able to progress with the work set.</li><li>Manage the behaviour of pupils whilst in the classroom within the school's behaviour policy and 'The Dedworth Way'.</li><li>Monitor pupils to ensure they are on task and completing work set at an appropriate pace</li><li>Monitor pupils to ensure they are working in a safe way.</li><li>Collect and return the work to the teacher as required.</li><li>Ensure classrooms are left in an acceptable condition for the next lesson.</li><li>Report any issues arising from the lesson.</li><li>Perform duties in line with Health and Safety rules and take remedial action where hazards are identified.</li></ul>	

## **SAFEGUARDING**

Windsor Learning Partnership is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

## **ADDITIONAL DUTIES**

- To play a full part in the life of the school community including duties to support the ethos and encourage pupils and colleagues to follow this example.
- To actively engage in the appraisal process.
- To actively engage in the objectives of the school
- To continue personal development as agreed.
- To follow school policies and procedures

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

May 2022