



### JOB DESCRIPTION

<b>Job Title:</b>	Cover Supervisor
<b>Salary Grade:</b>	Grade E (SCP 7 -11) £20,443– £22,128 pro rata Actual Salary £15,021 - £16,259
<b>Hours:</b>	32 hrs per week. Term time only including INSET days Between 8.30 am and 3.30 pm
<b>Responsible to:</b>	AHT
<b>Responsible for:</b>	N/A

#### Main Job Purpose

- 1) Supervise whole classes during the absence of teachers as part of an effective cover strategy, this could be short or longer term and covering both planned and/or unplanned absence.
- 2) Cover Supervisors at this level may work with whole classes or smaller groups.
- 3) Cover Supervisors will give instructions for the lesson as provided by a teacher, and the primary focus of the role will be to maintain good order and to keep students on task.

#### Main Responsibilities and Duties

- 1) Undertake activities with whole classes or small groups ensuring their safety; and facilitating their physical, emotional and educational development.
- 2) Take charge of a group or class of students in the absence of their usual teacher. Cover supervisors at this level are expected to cover short, unplanned and longer term planned absences.
- 3) Register attendance in accordance with school policy.
- 4) Inform students of the work set and ensure that the work is being completed.
- 5) Supervise students engaged in learning activities that have been pre-prepared in accordance with school policy.
- 6) Act as a role model and set high standards and expectations of conduct and behaviour.
- 7) Manage the behaviour of students whilst they are undertaking learning activities in order to ensure a constructive learning environment.
- 8) Promote the inclusion and acceptance of all students in the classroom.
- 9) Keep students on task and respond to general queries.
- 10) Maintain a positive and calm learning environment.
- 11) Liaise with appropriate Subject Leader or other departmental colleagues about work set.
- 12) Provide objective and accurate feedback to the teacher concerning the conduct of the session and the behaviour of students.
- 13) Keep appropriate records as agreed with the teacher.

- 14) Promote positive values and good behaviour; deal promptly with incidents in accordance with school policy.
- 15) Collect any completed work and return it to the teacher.
- 16) Comply with all policies and procedures relating to child protection, equal opportunities, Health and Safety, security, confidentiality and data protection.
- 17) Ensure all students have equal access to opportunities to learn and develop.
- 18) Provide continuity for students until the usual class teacher returns.

**Additional Duties:**

- 19) Attend relevant school meetings as required.
- 20) Participate in relevant training and development opportunities as required.
- 21) Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.
- 22) Retain the confidentiality of all aspects of school life.
- 23) Comply with all decisions, policies and standing orders of the school and BCP; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 24) Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the school's agreed procedure.
- 25) Undertake such other duties as may be reasonably required appropriate for the level of the post.

HR April 2022