Role: Cover Supervisor

Responsible to: Cover Manager

Based at: Elizabeth Woodville School, primarily South Campus in Deanshanger;

with occasional travel to our North Campus in Roade

Hours: 37 hours per week, 39 weeks per year; 8am-4pm Monday to Thursday; 8am-3.30pm Friday

Grade: Grade G, points 8 to 13

**Job Context**

To provide effective cover supervision in a range of classes and subjects in response to unforeseen short-term teacher absence; ensuring good order is maintained in the classroom and pupils keep to task and make progress. To work under the guidance of teaching/senior staff within an agreed system of supervision.

**Key Responsibilities**

* + - * Supervise whole classes during absence of teaching staff, supervising the students on work left in accordance with the school policy, for a lesson as provided by the teacher
* Assisting in preparing the learning environment and the materials used therein
* The management of student behaviour to ensure a constructive working environment using the school systems for behaviour and reward
* Respond to students’ general questions, offering support and provide feedback to the teacher on broad issues such as behaviour and progress
* *You will not be expected to undertake any planning, preparation, delivery or assessment of students’ progress and/or development*
* Collecting any work completed after the lesson and returning it to an agreed person/place

**Job Description**

* Supervising entry and departure of students in accordance with school policy
* Recording and reporting attendance at lessons in accordance with school policy
* Reporting back as appropriate using the schools’ agreed feedback procedures on the progress and behaviour of pupils during the class and any other issue arising.
* Dealing with any immediate problems or emergencies according to the schools’ policies and procedures.
* Following school policies and procedures especially those relating to child protection, health and safety, equal opportunities, security, confidentiality and data protection
* Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate
* Leaving the room in good order at the end of the lesson
* Maintaining links with departments and subject areas as appropriate
* Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
* Provide classroom support or subject support during periods where cover is not required.
* Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.