



## JOB DESCRIPTION

<b>Job Title:</b>	Cover Supervisor
<b>Grade:</b>	H7
<b>Purpose of your Job:</b>	To provide cover for lessons in a wide variety of different subjects, ensuring high quality lessons which result in students making good progress
<b>Reporting to:</b>	Cover Manager
<b>Staff Reporting to Job Holder:</b>	N/A
<b>Contact within School:</b>	SLT, Cover Manager, Cover Team, and all staff as needed.
<b>Contacts outside School:</b>	N/A
<b>Main Tasks and Responsibilities:</b>	<p><b><u>Cover Supervisor</u></b></p> <ul style="list-style-type: none"> <li>• To actively supervise students during lessons, break and form time in the absence of a teacher.</li> <li>• To explain the work set, including improvising the task to suit the needs of the students.</li> <li>• To assist students in carrying out the work set.</li> <li>• To ensure students are actively engaged and learning in cover lessons.</li> <li>• To carry out any administration relating to the lesson.</li> <li>• To evaluate lessons and provide feedback to the appropriate teacher.</li> <li>• To be responsible for safeguarding and promoting the welfare of children, including health and safety in the classroom.</li> <li>• To implement the school behaviour policy, follow up any behaviour matters as required and promote the ethos of the school.</li> <li>• Perform other reasonable duties within scope of skills as directed by line manager - for example providing additional support in classroom, covering Reception etc.</li> <li>• To support the school's programme of duties (3 per week)</li> </ul>
<b>Knowledge, Experience and Training:</b>	<ul style="list-style-type: none"> <li>• Previous experience of leading lessons for young people in a secondary school or other context</li> <li>• Excellent subject knowledge in one or more curriculum areas is an advantage</li> <li>• Excellent oral and written communication skills</li> </ul>
<b><u>Other Specific Duties:</u></b>	

- To continue personal development as agreed at appraisal reviews
- To engage actively in the appraisal review process
- To address the appraisal targets set by the line manager each Autumn Term
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To promote actively the school's corporate policies
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- To adhere to the school's Dress Code
- To undertake any other reasonable duty delegated by the Principal

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

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

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavor 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 description is current at the date shown, but following consultation with you, may be changed by Governors to reflect or anticipate changes in the job which are commensurate with the salary and job title.