LONG TRATTON HIGH SCHOOL
Job Description

Name:	
Job Title:	Cover Supervisor
Salary range / job grade:	SCP 7-11
Responsible to:	Cover Manager
Responsible for:	To supervise whole classes to cover short term absence of Teachers.
Effective Date:	

Role and Context

Purpose:

- To supervise whole classes to cover short term absence of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher, and keep students on task while maintaining good order.
- Cover supervisors can respond to general questions and provide general feedback to the teacher. The cover supervision role will normally include other activities, or be part of a wider role in the school, e.g. teaching assistant, technician or administrative roles.

Organisational Relationships:

- Responsible to the Cover Manager.
- To work under the direction of the Subject Leader or class teacher (where relevant) when supervising lessons.

Duties and Responsibilities:

Support for Students

- Under the professional direction of teachers, to implement set work and deal with immediate problems and emergencies.
- Manage student behaviour within the ethos and behavioural policies of the school.
- Set high expectations of conduct whilst acting as a role model.
- Respond to student queries on procedures while keeping students on task.
- Promote the inclusion and acceptance of all students within the classroom within the school's policies and procedures of equal opportunity.

Support for Teachers

- Provide objective and accurate feedback to the teacher on the conduct of a lesson and student behaviour.
- Collect and pass on any completed work.
- Maintain and pass on any appropriate records as agreed beforehand with the teacher.

Technician / Administrative Duties

- Assist where necessary with technician and/or administrative duties, this may include reprographics, departmental resources, TA classroom support and administrative tasks.

Support for the School

- Under the discretion of the lead teacher, to accompany groups of students on school trips and to ensure the health and safety of those students.

	• Be aware of, and comply with, policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
General Duties:	• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority • To be a trained first aider and fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature: **Date:**