

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Cover Supervisor</b>
<b>Salary:</b>	UL Support G3 TL2
<b>Disclosure level</b>	Enhanced
<p><b>Duties and Responsibilities:</b> To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals / groups in or out of the classroom including the supervision of whole classes during the short-term absence of teachers.</p>	
<b>Specific responsibilities include:</b>	<ul style="list-style-type: none"> <li>• Supervising the pupils on work left by the class teacher</li> <li>• Assisting in preparing / planning the learning environment and the materials to be used</li> <li>• Following the School Behaviour Policy, manage the student behaviour to ensure a constructive working environment</li> <li>• Responding to pupils about the work that has been set in line with the feedback policy <i>e.g., verbal and marking policy</i></li> <li>• Collecting any work completed after the lesson and returning it to an agreed person / place</li> <li>• Leaving the room in good order at the end of the lesson</li> <li>• Provide support in a specific school area, including preparation, and organisation of resources and support to teaching staff and pupils when cover is not required</li> <li>• Supervising entry and departure of pupils in accordance with the School's policy</li> <li>• Recording and reporting attendance at lessons in accordance with the School's policy</li> <li>• Assisting in exam invigilation and support</li> <li>• Dealing with any immediate problems or emergencies according to the School's policies and procedures</li> <li>• Follow the School's policies and procedures, especially those relating to child protection, and health and safety</li> <li>• Respecting confidential issues linked to home / pupils / teachers / schoolwork, and to keep confidences as appropriate</li> <li>• Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined</li> </ul>
<b>Whole School responsibilities</b>	<ul style="list-style-type: none"> <li>• To take part in the School's CPD programme by participating in arrangements for further training and professional development including your own personal development. To engage actively in the Performance Management Review processes</li> <li>• To attend team and whole School meetings in accordance with the school calendar as required</li> <li>• To maintain up to date and appropriate records and tracking for pupils within your area of responsibility</li> <li>• To communicate effectively with the parents/carers of pupils as appropriate and where appropriate, communicate and co-operate with persons or bodies outside the School</li> <li>• Provide supervision at breaks and lunchtimes on a daily basis as required.</li> </ul>

**Other Specific Duties:**

- To play a full part in the life of the School's community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example
- To promote actively the School's Policies & Procedures
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To undertake any other duty as specified not mentioned in the above
- To comply with the School's procedures concerning safeguarding and to ensure that training is accessed

- 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
- Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to pupils

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

***I confirm that I have read and understood the details contained within this job description.***

***I understand that by signing this document, I agree to the terms and conditions contained within it.***

**Signed  
Print Name**

**Dated**