**Job Description – Cover Supervisor (Primary Section)**

Post : Cover Supervisor (Primary Section)

Line Managed By : Head of Primary

Salary : Band 6, Point 9 to 13

Working hours: 8.15am till 3.45pm Monday to Friday with a 30-minute break each day, 35 hours per week, term-time only. Part-time of flexible working requests may be considered.

**Job Purpose**

To supervise classes in the event of short-term absence usually covering one class consistently. To manage and supervise pupil behaviour. To contribute to the maintenance of effective school administration

**Key Accountabilities**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

**Specific Duties to the Cover Supervisor**

* Supervising work that has been set in accordance with the school policy.
* Support the Curriculum Plan and learning programmes designed by the teacher.
* Responding to any questions from pupils about process and procedures.
* Providing feedback to the classroom teacher on the pupil’s progress against lesson plans, conduct of the lesson. Keeping pupil related records.
* Dealing with any immediate problems or emergencies according to the school’s policies and procedures.
* Collecting any completed work after the lesson and returning it to the appropriate teacher.
* Attend meetings and training sessions as required.
* Provide additional support to teachers in classrooms, to carry out administrative tasks when not covering a class.
* Act as a role model, setting high expectations of conduct and behaviour.
* Report student and school issues in line with the School’s policies for health and safety, child protection, behaviour management etc.
* Be involved in extra curricular activities, e.g. open days, presentation evenings

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

**Other duties**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the School reserves the right to update your job profile to reflect changes in, or to, your post.