



Job Description			
Job Title	Cover Supervisor	Job Holder	
Author	Sarah Moore	Date Created	June 2021
Salary From:	Scale 5, pt 13	To:	Scale 5, pt 23
Hours per week	37	Weeks per year	Term time plus 5 inset days

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role

To provide cover for absent teachers, carrying out the functions of the teacher in accordance with the stated aims and objectives of the school and of the absent teacher's year group.

Key:

E – Of Essential Importance and Central to Job Role
D – Desirable

Responsibilities

Short Term Cover

1. To provide cover supervision when the teacher responsible for the class is absent on short-term absence (which may be planned or unplanned)
2. To manage and supervise classes of pupils and to teach the work set by the absent teacher/Year Leader in order to enable the pupils to continue to learn effectively.
3. To ensure good behaviour of the pupils in line with the schools Positive Behaviour Policy and ensure all pupils engage in the learning activity.
4. To provide objective and accurate feedback to either the returning teacher or Year Leader and keep appropriate records as necessary.
5. To establish productive working relationships with pupils, acting as a role model and setting high expectations.
6. Promote the inclusion and acceptance of all students within the classroom, encourage them to interact and work co-operatively with others and engage in all activities.
7. Monitor and provide for the care, safety and welfare of students.
8. Where classroom cover is not required to undertake activities at the direction of SLT.
9. Receive regular safeguarding and child protection updates, ensuring the school complies with all relevant legislation

Long Term Cover

In addition, in exceptional circumstances Cover Supervisors will be expected to carry out the following duties when providing cover for long term absence:



10.	In consultation with the Year Leader (or relevant other) and in accordance with the schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the pupils, so as to facilitate progression in students' learning
11.	Facilitate the general progress and well-being of any individual student within any group of students assigned to her/him, providing guidance and advice to students on educational and social matters

Compliance	
13.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
14.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.



15.	<p>In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.</p> <p>You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You</p>
12.	Contribute to appropriate extra-curricular provision

Duties

Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Priory School leadership team.

Contribute to and exemplify the values of the Priory School. The post holder will be expected to comply with any reasonable request from the Head Teacher and Governing Body to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Understand and comply with the Support Staff Standards at all times.

Actively promote the inclusion of all children into whole school activities.

Actively seek opportunities for professional development.

Be aware of and respect all children's religious beliefs and cultures.

Support, promote and comply with decisions and policies agreed by the SLT and the governing body.

Develop effective, professional working relationships with colleagues

Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.

Undertake a 30-minute duty each week.

	<p>must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times</p>
16.	<p>The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.</p>



CONFIDENTIAL – Priory School

17.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.
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