

JOB DESCRIPTION

JOB TITLE:	Cover Supervisor
HOURS:	32.5 weekly / 38 weeks yearly
SALARY BAND:	Band E
CONTRACT TYPE:	Fixed term
REPORTS TO:	Headteacher & Cover Co-ordinator
RESPONSIBLE FOR:	N/A

MAIN PURPOSE

To contribute to the efficient running of school through supervising classes during teacher absence and providing in class support.

DUTIES & RESPONSIBILITIES

- In the absence of a teacher, to be solely responsible for a class of students, ensuring they are engaged in learning activity that has been set by a teacher.
- To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school policy.
- To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills.
- Complete registers promptly and return to the main office
- Respond to any questions from students and provide support and guidance
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- If required, collect completed students' work after the lesson and pass to the appropriate teacher
- Complete cover lesson feedback form and return to the appropriate teacher
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- To undertake administrative duties relevant to the role.
- To invigilate internal and external tests and examinations under formal conditions.
- When not required to undertake any responsibility falling within the above, Cover Supervisors may be directed to provide additional support in the school, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled/ qualified.
- To undertake relevant training as required.
- To undertake any duties commensurate with the grade of post as may be required by the Headteacher.

The job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post and you may be asked to undertake any duties commensurate with the grade of the post.

The Headteacher or postholder may seek a modification of the job description at any time.

An Enhanced DBS check will be required for this post.