**JOB DESCRIPTION – COVER SUPERVISOR**

**PURPOSE:**

* Record the attendance of students in each lesson covered.
* Deliver learning activities to pupils as set by the teacher.
* Supervise pupils whilst engaged in learning activities.
* Ensure that, as best as is possible, learning objectives set by the teacher are achieved.
* Engage with school policies to ensure lessons promote student engagement and excellent behaviour.
* Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
* Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on the conduct of the lessons.
* Ensure completed work is collected and stored or passed on to appropriate teacher.
* Respond to any questions from pupils about process and procedures.
* Deal with any immediate problems or emergencies according to the school’s policies and procedures.
* Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person.
* Be open to and engage with teaching and learning training.
* Complete a daily 30 minute lunch duty.
* Provide administrative support when not covering lessons.
* Support pupils with additional needs as and when directed.
* Actively engage in CPD and learning to develop in role.

**GENERAL PROFESSIONAL RESPONSIBILITIES:**

* Support and implement all relevant teaching and learning area policies, including the Code of Conduct for staff and whole school policies.
* Act as a role model to students in respect of dress, attendance and punctuality and general conduct.
* Undertake professional duties and responsibilities necessary for the smooth running of the school, as may be reasonably assigned to them by the Headteacher/Senior Leadership Team.
* Be willing to ‘roll up your sleeves’ and exhibit a high level of flexibility within the role that would be necessary.
* Take responsibility for promoting and safeguarding the welfare of children and young persons.
* Promote good attendance and punctuality and monitor in accordance with the school’s attendance policy.
* Attend and contribute to school assemblies and a daily act of worship as required in maintained schools and respect the school’s Christian ethos.