

## Job Description

<b>Title of post</b>	<b>Cover Supervisor – Student Support (fixed term to 31 August 2025)</b>
<b>Salary</b>	Grade E Band 7
<b>Hours of work</b>	37 per week 8.30am – 4.30pm Monday – Thursday 8.30am – 4pm Friday
<b>Line manager and responsible for reviews</b>	Learning Manager – Student Progress

### Purpose of the Post

- Work within the Skipton Girls' High School Conditions of Service
- Support and promote the ethos, policies and development plan of the school
- Take part in performance management procedures within the school
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Head or Line Manager subject to appropriate competence and training

### Main Duties / Key Responsibilities

Specific duties need to be interpreted in a flexible manner to meet the constantly changing demands of the school. Specific responsibilities and any changes which may occur need to be agreed with the identified Line Manager.

This post is to support the Student Progress team to cover a range of responsibilities including:

- Supervise classes in the absence of their normal teacher. The work will be mostly with main school (Years 7 – 11) but occasionally sixth form. Preparation, marking and reporting will remain the responsibility of the normal teacher.
- Liaise with teaching staff regarding planned work and feedback from lessons.
- Organise students to complete the work set by their normal teachers in a manner prescribed by school policies and the staff handbook.
- Monitor attendance as required by school policy and procedure.

Specific responsibilities for this post need to be interpreted in a flexible manner to meet the constantly changing demands of the school. Specific responsibilities and any changes which may occur need to be agreed with the identified Line Manager.

### Lunchtime Supervision

Support the Leadership Team to supervise students at lunchtime. This could include supervision of the dining halls, teaching rooms, corridors and grounds or involving students in activities.



### **Supporting Students**

Support individual or small groups of students within a teaching group or by extraction. Students needing support will be identified by a member of the Leadership Team. This may be in a response to either educational or social need. Previous SEN experience would be an advantage.

Accompany teaching staff when they take groups of students out of school.

### **Administration**

Provide administrative support to the Admin team.

Previous experience in schools would be an advantage, but appropriate training and support will be available to the successful candidate.

### **Safeguarding**

To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

### **Health and Safety**

- To be aware of and implement your safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- To perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately.

*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*