

Job Description: Cover Supervisor

Post Title:	Cover Supervisor
Responsible to:	Director of Learning
Scale Point:	Grade 5
Teaching Commitment:	As required

Line managers: SLT

Main purposes of the post:

At The Hub School we recognise that our learners have vulnerability and potentially a negative educational experience, our vision is to ensure that they engage in highly effective learning experiences to motivate them to learn, achieve and progress.

Facilitates participation and learning, helping to build confidence and self-esteem, so that all students, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers

General Tasks:

Working in partnership with the teacher

- To co-ordinate cover for absent staff using Sims cover
- To instruct students in relation to the work left by the subject teacher
- To ensure students are provided with the necessary resources to facilitate learning
- To register and record student attendance in lessons
- To answer students' queries in relation to the instructions left by the subject teacher
- To liaise with the Directors of Learning in relation to the work set by subject teachers as appropriate
- To supervise the class for the duration of the lesson
- To ensure classes enter and leave classrooms in an orderly manner
- To ensure the classroom is left tidy and ready for the next lesson after dismissing the class
- To participate in 'live' marking during cover lessons
- To report to the appropriate member of staff (normally the Director of Learning) at the beginning of each day
- To assist in establishing good order within the school, including undertaking duties as necessary
- To deal with, record and report incidents of inappropriate behaviour, in accordance with the school's behaviour policy and procedures
- To work with support staff allocated to the teaching area
- Work to agreed school policies and procedures

Supporting the school by:

- Assisting with lunch break time supervision of students on a rota basis
- Helping with educational visits and outings
- Attending staff meetings, teacher training days and training courses as appropriate

- Undertaking any other duties that may be reasonably regarded as being commensurate with the grade and general purpose of the post
- Detailed knowledge of developments in education and the national curriculum, national literacy and numeracy strategies (Key Stage 3), plus Key Stage 4 examination requirements
- The planning process involved in the delivery of the national curriculum
- An understanding of the structure and operation of a school environment

Managing student welfare:

- Ensuring student welfare is secure and students feel safe in school.

As a member of staff of The Hub School:

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of students and self
- Aspire to develop your professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of The Hub School
- Contribute to systems of evaluation and performance of the organisation positively.

Your duties may involve access to information of a confidential and sensitive nature which may be covered by Data Protection Act 2018. All employees will be expected to comply with the DPA when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

Equal Opportunities

East Riding of Yorkshire Council is pursuing equality in employment.

Other clauses

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Head of School
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing
6. Postholder may deal with sensitive material and should maintain confidentiality in all school related matters

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks.

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 school in relation to the post holder's professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required.

Employee signature:	
Print Name:	
Date:	