



The King's School Job Description

COVER SUPERVISOR	
Purpose:	<p>The following is only an outline of the duties and responsibilities of the post, which may change from time to time.</p> <p>The main duties of the post are as follows:</p> <ul style="list-style-type: none"> For approximately 15 hours a week, the postholder will provide supervision of classes where the normal class teacher is absent. For the remaining hours, the postholder will provide general administrative, reprographic and resource support to specific subject areas and will assist the Senior Leadership Team (SLT) in supervising the school site during lunch/break periods. The duties of the two distinct parts of the post are detailed below.
Reporting to:	Absence and Cover Manager, Deputy Headteacher / Teaching, Learning and Professional Development
Working time:	32.1 hours per week, 39 weeks per year. (Term time plus 5 days of INSET) Term time hours are: 08:35 – 15:30, Monday to Friday with a 30-minute daily lunch break.
Salary / grade:	Support staff grade C (Pt 17 - £14,945) Pay Award for September pending.
Disclosure level:	Enhanced
Lesson cover:	<ul style="list-style-type: none"> To liaise with the Absence and Cover Manager each day to ascertain which classes need to be covered and location of cover work. To supervise whole classes of students during the short-term absence of the class teacher, including; supervising work that has been set in accordance with school policy and collect any completed work at the end of the lesson and return it to the appropriate teacher/department. To implement learning activities/teaching programmes, adjusting activities according to students' responses/needs whilst covering for absent staff. To work with Heads of Department in evaluating and adjusting lessons/work plans as appropriate. To support the teaching staff and thereby the achievement and progress of students. To register the attendance of students in class groups, using EduLink, at the start of the lesson and also at tutor group registration as required. To provide general guidance and advice to students during periods of cover and provide general feedback to students in relation to their progress and achievement. To maintain good order and discipline and promote positive behaviour; to establish productive working relationships with students and set high expectations; to promote the inclusion and acceptance of all students within the classroom. To comply with the school's behaviour management policies and procedures and report back as appropriate using the school's agreed referral procedures on the behaviour of students during the lesson, and any issues arising. To provide the class teacher with feedback on the activities completed during the lesson. To safeguard the health and safety of the group. To attend assemblies as directed. To administer routine tests and assessments. To participate in training and other learning activities as required. To accompany teaching staff and students on visits and out of school activities and taking responsibility for a group under the supervision of a teacher. To invigilate internal/external examinations under the direction of the Examinations Officer. To work in the Skills 4 Learning Department as a Teaching Assistant under the direction of the Deputy Headteacher / Inclusion.



The King's School Job Description

<p>Department support:</p>	<p>To carry out administrative duties to support the departments and the Resources Room, including:</p> <ul style="list-style-type: none"> ▪ Copy typing e.g. letters to parents ▪ Communicating with parents via EduLink ▪ Photocopying ▪ Resource organisation e.g. filing ▪ Ordering resources using HOGE ▪ Maintaining the department inventory ▪ Producing curriculum displays ▪ Minute taking ▪ Report checking ▪ Making appointments and booking transport for department trips ▪ Maintaining student information e.g. spreadsheets of assessment data <p>If departmental support is not required, the postholder will undertake general administrative duties in the Resources Room.</p> <p>To work alongside SLT for up to 50 minutes a day, supervising the MUGA/Canteen and walking around the site as required.</p>
<p>Other specific duties:</p>	<ul style="list-style-type: none"> ▪ To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. ▪ To actively promote the school's corporate policies. ▪ To take part in the school's staff development programme. ▪ To continue personal development in the relevant areas. ▪ To engage actively in the appraisal process. ▪ To establish constructive relationships and communications. ▪ To comply with the school's health and safety policy. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown but, following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. Safeguarding the students is of the highest importance to us – all staff will require enhanced DBS disclosure.</p>	