

JOB DESCRIPTION: COVER SUPERVISOR

Post Title:	Cover Supervisor
Hours:	37.5 hours per week, permanent. Term Time + 5 INSET days
Salary Grade:	Band 2 - £18,041 - £26,726 (Full Time Equivalent)
Responsible to:	Cover Manager/Deputy Headteacher – Quality of Education
Conditions of Service:	United Learning Contract

Purpose of Post

Under the direction of the Cover Manager/ Deputy Headteacher – Quality of Education to provide cover and supervision for classes of students during the absence of the classroom teacher.

Key Duties and responsibilities

General

- Supervise students in the classroom during the absence of the class teacher, ensuring that the work set is completed during the lesson
- Register and record student attendance in lessons
- Answer student queries in regard to process and procedures relating to the lesson and work set
- Collect work completed following the lesson and provide written feedback for the appropriate teacher
- Establish productive working relationships with students, acting as a role model and set high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Record any positive/negative behaviour on the student record on Arbor.
- Cover form registration as required, ensuring an accurate register of students and participate in Form activities.

- Ensure that all lessons are appropriately covered where required.

Other Duties:

- Provide general clerical/admin support e.g. produce worksheets for agreed activities etc.
- Ensure classroom displays are maintained
- Providing in-class support or working with small groups of students withdrawn from lessons.
- Working with the teacher to establish an appropriate, stimulating and effective learning environment, e.g. creating displays of work in classrooms and on corridors
- Preparing and maintaining general and specialist resources and equipment, e.g. assisting the preparation of worksheets.
- Attending and participating in school meetings and training, e.g. staff and department meetings, training days.
- Invigilating assessments and exams
- Playing a full role in the pastoral systems of the school, e.g. form teacher
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the schools.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of students' out of school hours learning activities.
- Supervise students on visits, trips and out of school activities as required.
- Assist with supervision for inoculations/school photographs/school events as and when required.
- Other tasks and duties appropriate to the post agreed with Line Manager and/or SLT.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Cover Supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Signed Print Name	
Dated	