

WHITWORTH COMMUNITY HIGH SCHOOL

Role Profile - Operational Context Form

Post title: Cover Supervisor					
Directorate: CYP			Location:	Schools	
Establishment or team:		Whitworth Community High School		Post number:	
Grade:	Grade 6	Staff responsibility:		Essential Car user:	

Purpose of the role (job statement)

To make a positive contribution to students' learning throughout the school by providing cover supervision for the short term absence of teachers

To provide additional support to class teachers as required assisting with planning, delivery and evaluation of the curriculum and it's differentiation for pupils

To plan and implement learning activities to individuals or small groups

To establish supportive and constructive relationships with pupils, parents and carers

In addition to the following duties, the postholder may be required to undertake any of the duties associate with an equivalent or lower graded post.

Accountabilities/Responsibilities – appropriate for this post:

In addition to the following duties, the postholder may be required to undertake any of the duties associated with an equivalent or lower graded post

Main Areas of responsibility:

1. To supervise work that has been set for students whose teacher is absent from the classroom
2. To communicate the work set by the class teacher to the students and to follow instructions as directed by the class teacher
3. To manage the behaviour of students whilst they are undertaking this work and to ensure a positive learning environment within the classroom
4. To respond to any questions from students about processes and procedures
5. To deal with any immediate problems or emergencies according to school's policies and procedures
6. To collect any completed work after the lesson and return it to the appropriate teacher
7. To report back as appropriate using the school's agreed referral procedures on the behaviour of students during the lesson and any issues arising
8. To plan and implement specific programmes with individual pupils or small groups appropriate to the developmental need of individual children throughout different curriculum areas
9. To assist in the administration and supervision of tests and examinations
10. To assist in the running of the home learning club
11. To assist in the supervision of students on trips/visits

12. To supervise student detentions and catch up sessions
13. To carry out administrative tasks (both within and outside the classroom) as required
14. To attend staff training/meetings as appropriate
15. To administer basic first aid where appropriately trained
16. To be familiar with the content of the school curriculum
17. To assist in the delivery of appropriate programmes of work
18. To support the use of ICT in learning activities
19. To contribute to the schools' rewards protocols

General

1. To work within school policies and procedures
2. To contribute to the provision of an effective environment for learning
3. To support the promotion of positive relationships with parents and outside agencies
4. To attend skill training and participate in personal performance development
5. To take care of their own and other people's health and safety
6. To be aware of the confidential nature of issues

Prepared by:	Headteacher	Date:	Summer 2025
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

