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| **POST** | **COVER SUPERVISOR WITH EVC RESPONSIBILITIES** |
| **GRADE** | **GRADE 3B SP16 - £30,518 P.A. FTE -**  **ACTUAL SALARY £28,142 P.A. BASED ON TERM TIME ONLY PLUS 2 WEEKS** |
| **CONTRACT TYPE** | **TERM TIME ONLY PLUS 2 WEEKS** |

**Line Management**

Responsibility is to the Exams officer and Cover Manager

**Core Purpose**

The postholder’s key accountability will be

* To supervise classes to cover short-term absence of their regular teacher, ensuring a safe and purposeful learning environment for all pupils.
* Act as the Educational Visits Co-ordinator (EVC), coordinating and overseeing all aspects of educational visits and trips, ensuring compliance with school policy and relevant legislation.
* Act as an adult supervisor on school educational visits and trips
* To provide in-class support where required
* To provide break and lunchtime support as required (a lunchtime will still be provided)
* To invigilate for examinations
* To undertake the role of first aider (training will be provided)

**Responsibilities specific to the post**

**Cover**

* To supervise cover lessons as necessary ensuring that:
* students work purposefully on work set either by the regular teacher or by the Head of Department
* a register is taken
* good order is maintained and behaviour managed constructively
* there is an orderly start and end to the lesson
* students are kept on task
* questions raised by students are responded to appropriately
* any completed work is collected and returned to the appropriate teacher
* immediate problems and emergencies are dealt with in accordance with the school’s policies and procedures and any issues are reported back to the Head of Department.
* To support the co-ordination of cover if the cover manager/senior cover supervisor are unavailable e.g. MIS, meeting external supply teachers.
* To support the school in meeting the safeguarding requirements in respect of the safety of students
* Undertake supervisory duties such as detentions, invigilation, educational visits and homework club.
* On occasions when cover is not needed, cover supervisors may also be required to carry out the following agreed tasks:
  + Support SEND pupils in lessons
  + Help with First Aid
  + Carry out suitable administrative tasks

**Educational visits co-ordinator**

* Coordinate all educational visits, including:
  + Ensuring risk assessments are thorough and up-to-date
  + Ensuring all trips and visits are planned according to school policy and relevant guidance e.g. OEAP National guidance
  + Overseeing safety procedures and ensuring compliance with relevant regulations.
  + Parental communications, and compliance with safeguarding requirements.
  + Providing support and guidance to staff leading trips.
    - Providing guidance on health and safety matters, including first aid, medication, and emergency procedures.
    - Offering advice and training on visit planning, risk assessment, and safety procedures.
    - Supporting trip leaders in planning, risk assessment, and the Evolve system for trip management.
  + Making bookings for travel, accommodation, and activities.
  + Managing communication with parents, including sending information and handling payments.
  + Maintaining accurate records of all visits.
  + Monitoring income and expenditure to ensure trips stay within budget.
  + Acting as a central point of contact for all matters related to educational visits.
* Attend relevant training and keep abreast of changes in educational visit regulations and safeguarding.
* Liaising with external agencies and advisors on safety-related matters.
* Overseeing the use of school mobile phones and prepaid cards for trips.
* Maintaining confidentiality and data protection protocols.
* Ensuring accessibility for students with diverse needs.

**Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.**

* To support the school in meeting its safeguarding responsibilities
* To undertake break/lunch duties as required (alternative lunch break will be provided)
* To support the overall welfare and good discipline of students
* To lead by example and embody the school’s values for students, staff, governors and parents
* To act at all times as an ambassador for the school in a manner which upholds its values and ethos
* To participate in the school’s arrangements for performance management and CPD
* To carry out other duties as may be commensurate with the grade and nature of the post.

**NOTES**

* 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.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post
* It is a requirement of all employees of the Trust to demonstrate their suitability to work with children which includes motivation, the ability to maintain appropriate relationships with children, display emotional resilience to challenging behaviour and demonstrates appropriate attitudes to the use of authority and maintenance of discipline.