

Job Description for the post of: Cover Supervisor	
Payscale	Grade E - Term time plus 5 days
Permanent - Yes	
Part time: Yes - 29 hours per week	
Main focus of this post: Cover for absent teachers	
The specific purpose of this job is to: contribute positively to the effectiveness of pupil learning through providing cover for absent teachers	
Core duties ● Cover supervision for whole classes; ○ communicating work set by the class teacher to the pupils ○ supervising completion of the work ○ managing the behaviour of pupils whilst in class ○ promoting positive pupil behaviour and conduct ○ maintaining a positive environment within the classroom ○ responding to questions and queries from pupils ○ collecting completed work and returning it to the teacher ○ reporting any issues and/or concerns that arise ● Marking of work; ○ to undertake routine marking of pupils' work ○ to mark examination papers as appropriate ● Examination invigilation and administering tests ● to assist in the supervision of children on trips/visits ● to supervise withdrawal groups and Time to reflect sessions ● to uphold the School and Trust ethos and to work within their policies and procedures	
Support for the school ● to be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person. ● to cover break/lunch duty where required ● to participate in training and other learning activities as required ● to assist with the supervision of pupils out of directed time, including before and after school, if appropriate, and within working hours ● to accompany teaching staff and pupils on visits, trips and out of school activities as required ● to ensure that personal development is addressed through accessing appropriate development opportunities and to share learning with others	

Common Core of Skills and Knowledge for the Children's Workforce

The common core covers six themes:

- Effective communication and engagement with children, young people, parents and carers.
- Child and young person development.
- Safeguarding and promoting the welfare of the child.
- Supporting transitions.
- Multi-agency working.
- Sharing information.

Reviewed

June 23

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 help us to apply our general statement of health and safety policy.

Safeguarding Commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.