

## **Job Description**

**Job Title:** Cover Supervisor

**Grade:** 7

**Responsible to:** Deputy Headteacher

### **General description of post:**

A Cover Supervisor is a member of the School Classroom Support Team and should be an experienced classroom practitioner who, in the absence of a class teacher, delivers a pre-prepared lesson ensuring, that in doing so, the students' development is continued and maintained. The successful candidate must have sufficient knowledge and understanding to be able to help the students they work with make progress with their learning.

### **Core Activities**

- In the absence of a teacher provide supervision of a class of students.
- Be solely responsible for a class of students during lesson time.
- Undertake small group withdrawal work and in-class support when not called upon to carry out whole class cover supervision.
- Liaise with teachers and/or pastoral care staff with regard to the work set for a class.
- Communicate the work set by the class teacher to the students.
- Respond to any questions from students about process and procedures.
- Motivate students to complete their tasks.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Classroom management and organisation including implementation of the behaviour policy, reporting back as appropriate, using the school's agreed referral procedures about the behaviour of students and any issues arising.
- Provide necessary support to students which may include literacy, numeracy and organisational skills.
- Ensure the health, safety and welfare of students supervised
- Collect any completed work and return it to the appropriate teacher.
- Accompany teaching staff and students on educational visits

**Support the School by:**

- Being aware of, and upholding the school's policies and procedures, and when appropriate contribute to the development of them.
- Being aware of confidentiality issues linked to home/student/teacher/school work and to keep confidences as appropriate.
- Participating in appropriate school-based meetings and training activities.
- In accordance with the school's guidance and policies provide comfort and immediate care in case of minor accident and upsets – reporting serious problems to appropriate person for action.
- Undertaking relevant administrative duties.
- Assisting with outdoor activities and visits.
- Being aware of confidentiality issues linked to work in a school and keep confidences as appropriate.
- Participating in appropriate school-based meetings and training activities.
- To undertake any other duties that may be necessary from time to time as may be reasonably requested.
- To work according to the School's policies and procedures.

**Special Factors:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the School's Conditions of Service.
- (d) This position is subject to an enhanced Disclosure and Barring Service check.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Woodbrook Vale School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

Name of Postholder: .....

Signed: ..... (Postholder)      Date: .....

Signed: ..... (Headteacher)      Date: .....