

## **CIRENCESTER KINGSHILL SCHOOL**

**JOB TITLE:** Cover Supervisor

**LOCATION:** Cirencester Kingshill School – 11 – 16 Secondary School.

**HOURS:** 31 hours 15 minutes per week at the following times (not including unpaid break):

8.30am – 3.10pm Monday – Friday to include a 20 minute paid break (if working more than 4 hours per day) and a 25 minute unpaid lunch break at times to be agreed with your Line Manager.

**GRADE:** G

**RESPONSIBLE TO:** The Cover Manager and through the Cover Manager to the Head and the Governing Body.

**LINE MANAGER:** Cover Manager

### **JOB PURPOSE:**

To provide short term cover for absent teachers, supervising classes, assisting with a variety of faculty-based tasks, including curriculum support, planning administration, examination invigilation and assisting with school visits.

### **KEY TASKS:**

1. To be responsible for the supervision of pupils during a lesson in the absence of the teacher.
2. Supervise whole class to undertake pre-set work and/or activities during the absence of the regular teacher, including introducing and closing the class. The work will be pre-set by the regular teacher or the Head of Faculty. To be responsible for explaining the work set by the teacher to the pupils. There is no expectation to teach the lesson.
3. To ensure that the class register is taken and the seating plan adhered to.
4. To ensure that any homework set by the class teacher is explained to the pupils and that they write it in their School Planner.
5. To collect in any homework or books requested by the teacher and to hand them on to the class teacher
6. Within the school's discipline policy, apply behaviour management strategies and techniques to manage behaviour constructively. To establish high standards of punctuality, personal appearance and behaviour in the classroom. To report back on the behaviour of pupils to the class teacher.
7. To ensure that during the cover lesson pupils uphold the school rules displayed in every classroom. To refer on to the HoF/HoY as appropriate any pupil not adhering to school rules.
8. Keep pupils on task as necessary.
9. Respond appropriately to questions raised by pupils.
10. Deal with immediate problems and emergencies in accordance with the school's policies and procedures.
11. If cover supervision is not required to offer general support in the classroom under the direction of the Cover Manager.

12. To assist the Cover Manager with setting up and distribution of cover information between 8.30am and 8.40am each morning.
13. To manage pupil behaviour in accordance with school procedures when undertaking lunchtime supervision (time off in lieu will be given during the school day when undertaking lunchtime supervision)
14. To act as mentor for other cover supervisors and induct new cover supervisors into their role.
15. Assist with First Aid (It is a requirement of the post that the post holder undertake a First Aid course as set by the school and renew this qualification as required).

**WHEN NOT REQUIRED TO COVER FOR ABSENT TEACHERS, THEN A VARIETY OF OTHER ACTIVITIES WILL BE SCHEDULED AND MAY INCLUDE:**

1. Assistance to individual pupils or to a group of pupils, as directed by the class teacher or the Head of SEN.
2. Escorting pupils to Learning Support or the Student Support Room.
3. Assisting on Educational visits.
4. Preparing resources to support lessons.
5. Examination invigilation for internal or external examinations.
6. General administration and clerical support.
7. Displays.
8. Assisting in the Student Support Room.
9. Vaccination Administration

**QUALIFICATIONS/EXPERIENCE**

**Essential**

- Qualified to a minimum level of GCSE Grade 4 (C) in English and Mathematics (or above) or hold a relevant equivalent qualification.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your line manager or the Headteacher.

**Other Conditions**

**Holiday entitlement**

The post is part time, term time, including In Service Training Days which totals 44.55 weeks of the year. This includes 24.5 days paid holiday rising to 29.5 days after 5 years continuous service plus statutory holidays. Holidays must be taken during the school holidays.

**Claims/Time off in Lieu**

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

**Resignation**

A resignation period of 1 month is required.

**Disclosure & Barring Service**

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case will be reviewed before 1.4.23.

Post Holder Sign: ..... Date:.....

Please print your name.....

Line Manager Sign..... Date:.....

Please print your name .....

June 2022