

## Job Description

<b>Job title:</b>	Cover Supervisor
<b>School:</b>	Tor Bridge High
<b>Responsible to:</b>	Headteacher, through the Deputy Headteacher
<b>Salary Grade:</b>	Grade D

### Job Purpose:

To facilitate students' learning and provide class supervision during the absence of teachers and tutors.

### Main Duties and Responsibilities:

- To supervise students in the absence of their usual classroom teacher.
- To proactively support the learning of students in class by explaining, reading, clarifying work and encouraging successful completion of tasks.
- To ensure a calm and secure classroom environment at all times.
- To ensure all general health and safety requirements are met (this is a general role which relates to all staff of the School).
- To ensure safe practice within laboratory workshops and practical lessons.
- To assist in School attendance and punctuality record keeping by taking class registers.
- To ensure the security of classroom equipment and resources including ICT.
- To participate in a programme of staff development to support this role.
- To undertake administrative or classroom duties when not covering teacher absence
- To maintain behaviour for learning policies and procedures and encouraging good practice with regard to punctuality, behaviour, standards of work, rewards, and home learning.

### School Team Duties:

- To be a Tutor to an assigned group of students to undertake daily learning checks and daily Guided Reading.
- To promote the general progress and well-being of individual students and of the Tutor Group as a whole.
- To liaise with the Deputy/Head of School to ensure the implementation of the school's system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.

- To alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- To communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.

#### Other Professional Requirements:

- To promote inclusion and equality of opportunity for all students
- To share in the corporate responsibility for, and commitment to, the safeguarding and promotion of well-being and discipline of all students
- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the students, school and department.
- To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Academic Mentoring days and events with partner schools.
- To liaise effectively with parents/carers, multi agencies if appropriate and governors.
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#### Health & Safety:

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Cooperate with the employer on all issues connected with Health, Safety and Welfare.

#### Other job requirements:

- To take responsibility for own professional development and duties in relation to school policies and practices.
- To participate in the schools professional learning programme
- The cover supervisor will be part of the school's performance management system and will have a team leader who will set agreed objectives for the year. The team leader will monitor and review performance including classroom cover.
- The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date and that they are professionally fulfilled in their roles.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.