

Job Description – Snr. Cover Supervisor

Job title	Snr. Cover Supervisor
Grade	Grade 4 (Points 23 - 31)
Responsible to	Assistant Principal for Curriculum
Effective from	Sept 2021

SUMMIT LEARNING TRUST Mission Statement

Strength through diversity
Ambition through challenge
Excellence through curiosity

Role Purpose

To work with the Cover Manager and cover supervisor/supply staff to ensure that lessons and other staff functions are covered efficiently and effectively when staff are absent; providing cover supervision and the facilitation of learning by supervising students for absent teaching staff.

Main duties and responsibilities:

- To act as senior cover supervisor, providing line management for the cover supervisor in the school. This includes working with the Cover Manager in ensuring appropriate deployment of both cover supervisors and supply staff, liaising with members of teaching staff where needed, providing induction and training and carrying out performance appraisals to ensure the cover supervisor is used effectively and efficiently.
- To act as initial point of contact for supply teachers in the school (the Cover manager will liaise with the agencies), meeting them upon arrival (unless after 9.10 and you are required for cover period 1. You will need to go through the cover pack including safeguarding and behaviour procedures.
- Ensure the Supply staff know who to contact if needed and where they need to be. Where appropriate, offer them a base for break times.
- To act as an intermediary in dealing with complaints from staff relating to the cover supervisor and supply staff covering lessons.
- To act as cover supervisor yourself, responsible for supervising students completing work in a classroom setting.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations including quality of delivery to the students.
- To assist senior leaders with the QA of the cover supervisor and short term cover.
- To encourage good behaviour, ensure a purposeful working atmosphere in the classroom and motivate students to finish tasks. Setting and seeing through the application of sanctions as and when necessary. Guiding cover supervisor/short term cover in this area as required.
- To work collaboratively with subject teachers in the delivery of teaching and learning.
- To communicate and adapt as necessary work for students as set out by the classroom teacher and effectively manage classroom organisation, actively supporting students in the learning environment.
- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to student learning styles and individual needs.
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.
- To supervise students in a range of settings, manage programmes of work with reports to senior staff as required.

- To liaise with subject and pastoral staff providing information as required from lessons covered.
- To act as a tutor when not needed for supply staff. Where possible you will work with a co-tutor for the occasional times when you will be needed elsewhere.
- Contribute to the school ethos, aims and improvement plans.
- Attend and participate in regular meetings as required. Each cover supervisor will be assigned to curriculum department of special interest. There will be times when you are required to go to these meetings.
- Participate in training and other learning activities as required.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Supervise students who are withdrawn from normal classes to work independently or in a small group.

General Duties

- The job description details the main outcomes of the job and will be updated if these outcomes change.
- All work performed/duties undertaken must be carried out in accordance with relevant Trust and Ninestiles, An Academy policies and procedures.
- Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Notes

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	