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**JOB DESCRIPTION**

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| **Role** | Cover Supervisor  |
| **Grade (SCP)** | 7 (23-25) |
| **Weekly hours** | 30 hours |
| **Non-term time arrangements** | Term time + 5 training days |

**Job Summary**

To provide short term cover in the absence of the classroom teacher, delivering high quality lessons using material pre-prepared by the teacher.

**Key Responsibilities:**

1. Cover supervision
2. General

**Duties**

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| **Key accountabilities** | **Key tasks** |
| Cover supervision | * Deliver lessons where teaching staff are absent and where cover has been left, to a high standard with limited preparation time and on occasion at short notice
* Deliver tutor time supervision
* Ensure students are engaged, positive and on task throughout the cover lesson
* Follow the school’s Behaviour Policy and actively manage and encourage excellent behaviour
* Undertake Teaching Assistant duties when required, taking direction from the class teacher and / or Special Educational Needs and Disability (SEND) Coordinator and provide support to individuals and groups
* Provide occasional administrative support to the Cover / Exams Manager at times when classroom cover is not required
* Ensure that equipment and materials are suitable for the learning activities
* Under the direction of teaching staff or the SEND Coordinator, prepare materials and teaching aids where necessary
* Ensure that both positive and negative behaviour is recorded in an accurate and timely manner
* Assist in training new staff
* In conjunction with colleagues, participate and assist with the supervision of students on educational visits
* Actively encourage students to participate in the life and activities of the school to the best of their ability to help maximise the potential in all
* Contribute to the maintenance of classroom displays and general classroom appearance
* Attend school meetings as required
* Carry out break and lunchtime duties as agreed with the line manager
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| General  | * Always uphold the school’s PRIDE agenda
* Adhere to strict standards of confidentiality
* Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance
* Undertake training and continuing professional development as required
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This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

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| Reports to: | Business Manager |
| Responsible for: | - |