

# Job Description

**Job Title:** Cover Supervisor

**Grade:** Scale 5 Point 22 – 25 (£20,661 - £22,658) pro rata

**Contract:** Fixed term for 1 year – Term Time Only (39 weeks) 37 hrs / week

**Responsible to:** Cover Manager & Director of Business & Finance

**Main Purpose of the Post:**

To supervise classes during the absence of subject teachers and provide support to department teams.

**Main Duties:**

1. To instruct students in relation to the work left by the subject teacher.
2. To ensure students are provided with the necessary resources to facilitate learning.
3. To register and record student attendance in lessons in line with the attendance policy.
4. To answer students’ queries in relation to the instructions left by the subject teacher.
5. To liaise with Heads of Department in relation to the work set by subject teachers as appropriate.
6. To supervise the class for the duration of the lesson.
7. To ensure classes enter and leave classrooms in an orderly manner.
8. To ensure the classroom is left tidy and ready for the next lesson after dismissing the class.
9. To be aware of confidential information and Child Protection issues.
10. To cover for form tutors, including recording attendance, checking equipment/uniform etc.
11. To assist in establishing and maintaining good order within the school, including Under taking duties at break and lunchtime.
12. To ensure the safety of pupils at all times
13. To deal with, record and report incidents of inappropriate behaviour, in accordance with the school’s behaviour policy and procedures.
14. To assist in departmental areas with administration and display.
15. To attend staff meetings as appropriate.
16. To carry out any other duties as reasonably corresponds to the general character of the role.

# Administrative and Practical Support

* + Word processing
  + Record keeping and filing
  + Collating pupil reports
  + Stocktaking
  + Cataloguing, preparing, issuing and maintaining equipment and materials
  + Managing pupil data

# General Requirements

1. Attending and participating in training and development activities as required
2. Attending meetings, liaising and communication with colleagues in the school, outside agencies and other relevant bodies.
3. Being an effective role model for the standards of behaviour expected of pupils.
4. Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

# Professional Values and Practices

* Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their education achievement.
* Treating pupils consistently with respect and consideration, and being concerned with their development as learners
* In line with school’s policy and procedures, using behaviour management strategies, which contribute to a purposeful learning environment.
* Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek held and advice from colleagues
* Reflecting upon and seeking to improve personal practice.
* Working within school policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
* Recognising equal opportunities issues as they arise in the school and responding effectively, following school policies and procedures.