

Job Title	Cover Supervisor
Grade	6 (ISR Pt26 £25,383 – Pt28 26,946) pro rata
	Term Time Only + 5 INSET Days = 0.86 FTE
Responsible to	Headteacher

Main purpose of the job

In absence of the class teacher, to work as a cover supervisor in the school under the supervisory arrangements established by the school and to contribute to the effective day to day running of the school.

Duties and Responsibilities

This Job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

Job Description

1. To undertake whole class supervision in the absence of the class teacher, delivering lessons previously prepared by the teacher.
2. To establish productive working relationships with students, acting as a role model and setting high expectations.
3. To assist students to undertake set activities as appropriate.
4. To encourage students to interact and work cooperatively with others and engage all students in activities.
5. To set homework previously prepared by the teacher.
6. To administer class tests.
7. To collect completed work after the lesson and return it to the appropriate teacher.
8. To manage the behaviour of students to ensure a constructive environment.
9. To apply the school's behaviour management policy and report any difficulties following the school system to the class teacher/headteacher.
10. To deal with any immediate problems or emergencies according to the schools policies and procedures.
11. To promote the inclusion and acceptance of all students within the school community.

12. To support students consistently whilst recognising and responding to their individual needs.
13. To be aware of and comply with current policies and procedure relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
14. To contribute to the overall ethos/work/aims of the school.
15. To participate in training and other learning activities as required.
16. To undertake examination invigilation as required.
17. To supervise students on visits, trips and out of school activities as required.
18. To fulfil any other duties as required commensurate with the post.

This job description is current at the date shown but may be changed by the headteacher, to reflect the experience of the successful candidate.

Person Specification

1. Ability to relate well to children and adults.
2. Understanding of the principles of child development and learning processes.
3. Good numeracy and literacy skills.
4. A willingness to use ICT as required.
5. Ability to work constructively on own initiative and as part of a team.

January 2018