

THE CHERWELL SCHOOL

A Centre of Opportunity

Cover Supervisor

Job Description

<u>Responsible to:</u>	Assistant Headteacher – Learning and Teaching
<u>Responsible for:</u>	The main focus is to encourage effective learning through classroom cover for teachers. When not covering classes it is to provide classroom or administrative support
<u>Salary Scale:</u>	Grade 7
<u>Working Time:</u>	34.5 hours per week, term-time only plus 5 INSET days Mon – Thurs; 8:20am – 4:10pm and Fri; 8:20am – 3:40pm (50 minutes break each day)

Job Purpose

- To undertake lesson cover for absent teachers
- To cover registration for absent teachers
- To undertake emergency exam invigilation if required
- To undertake student supervisory duties as required when not covering for an absent teacher, either with individuals or small groups
- To provide administrative support

Key Tasks

- Collect from the cover board and study cover work set for assigned lessons, seek any clarification necessary from teacher setting the work or Head of Department/Faculty
- Arrive promptly to cover lessons
- Ensure orderly entry to the room and check that students are properly dressed and equipped to start the lesson
- Check attendance using the electronic registration system
- Give instructions on work left by absent teacher or Head of Faculty to the class, both verbally and visually (normally from standard pro forma) and state the learning aims of the lesson
- Arrange the distribution of resources required
- Keep students on task
- Show interest in work and answer any queries where possible. Use praise to help motivation
- Deal with any serious behavior problems in line with sanctions policy and enter onto BTS
- Be prepared to improvise if required: seek help from member of staff specified on pro forma if necessary
- Follow end of lesson requirements from the cover lesson pro forma including any homework instructions
- Ensure that the room is tidy and dismiss in orderly fashion at the correct time
- Feedback (both positive and negative) to teacher

General Whole School Responsibilities

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To promote actively the school's corporate policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Notes:

- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- 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

The Cherwell School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

June 2017