THE PRIORY SCHOOL

A Voluntary Aided Church of England School

### Cover Supervisor

# Job Profile

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| **Service conditions:** Surrey Pay **Salary grade:** |
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| Zero Hours contract - as and when required |
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**Job Purpose:**

* Support the school with the day-to-day cover of classes in order to provide continuity of student learning
* Supervising whole classes during the short term absence of teachers
* The primary focus is on maintaining good order and facilitating student progress.

**Main responsibilities:**

# Day to day cover

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| 1. Report to the person responsible for deploying cover **by 8:30am daily** |
| 1. Attend the daily staff briefing |
| 1. Take AM or PM registration as required |
| 1. Liaise with the relevant Head of Department/ Department Assistant concerning work for classes |
| 1. Inform students of the work set, supervise classes and take class registers as required |
| 1. Report for duties as required |
| 1. Record, report and follow through issues via the school’s agreed referral procedures on the behaviour (positive and negative) of students eg rewards and sanctions. |
| 1. To use a range of strategies to deal with classroom behaviour as a whole, as well as individual behavioural needs |
| 1. Promote high standards of learning and progress among students in accordance with school policies |
| 1. To manage safely the classroom activities, physical learning space and resources, with due regard to the school’s Health and Safety policy |

##### Other:

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| 1. To give clerical or administrative support, e.g. resource management. |
| 1. Accompany students on educational trips taking responsibility for a group under the direction and supervision of a teacher |
| 1. To visit students who may be engaged in activities off site |
| 1. To provide support to teachers with activities in the classroom or in developing the curriculum |
| 1. To carry out duties in and around the school, including assisting with the display of students work |
| 1. To carry out other reasonable duties commensurate with the post as required |
| 1. To undertake any other task directed by the Headteacher or members of the Leadership Team |

#### Safeguarding children

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| 1. The Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |

## Training and Development

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| 1. To undertake new staff induction training |
| 1. To become familiar with school policies: including teaching and learning, special needs, equal opportunities, behaviour management, child protection etc. |
| 1. To participate in the school’s procedures for Performance Management |
| 1. To receive instruction in the use of ICT equipment, other technologies and resources likely to be used in the classroom |

**Health & Safety**

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| 1. Comply with all health and safety procedures. 2. Take reasonable care for personal health and safety and that of others. |

This job description includes the principal responsibilities of the post. The post holder will be required to adopt a flexible approach in order to meet the changing needs of The Priory School.