



An All-through Co-operative School

“Making School Memorable by Striving for Excellence”

JOB DESCRIPTION

JOB TITLE	Cover Supervisor
GRADE:	Scale 5, Spinal point 22 - 25
HOURS OF WORK	36 hours per week, term time plus 5 inset days
RESPONSIBLE TO	Examination and Cover Manager

Strategic purpose

- To provide classroom management of students in the absence of a teaching member of staff.
- To oversee and ensure the smooth running of extended school activities and any projects.

Main duties and accountabilities

- To cover for a member of staff as directed by the Examinations & Cover Manager
- To create an orderly, purposeful environment where students can complete the work set.
- To liaise with appropriate Heads of Department on work to be set for classes and on any behavioural matters.
- To liaise with the member of staff on the return from absence.
- To assist in classroom support, other school duties, office-work, if not needed for cover.
- To liaise with the Examinations & Cover Manager as appropriate.
- To keep a record of cover completed and a record of the work set for classes.
- To participate in exam invigilation as required by the Examinations & Cover Manager.
- To oversee school detentions as directed by a member of the Senior Leadership Team.
- To deputise for the Exam and Cover Manager when necessary.
- To be responsible for the issue and collection of registers.
- To take control of any situations where a student may be injured and to report to the appropriate staff.

School Standards

Equal Opportunities

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Preston Manor is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

Health and Safety

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality, Data Protection

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

Safeguarding / Child Protection

The school is committed to maintaining appropriate professional standards at work and safeguarding children. The school's named person for **Child Protection** is **Caren Urbani**. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at management Head's discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.