



# LODE HEATH SCHOOL

*part of*  
Arden Multi Academy Trust



## JOB DESCRIPTION

<b>Post Title:</b>	<b>Cover Supervisor</b>	<b>Hourly rate:</b>	<b>£10.07</b>
<b>Location:</b>	<b>Lode Heath School</b>	<b>CASUAL CONTRACT – HOURS WORKED AS AND WHEN REQUIRED DURING TERM TIME</b>	
<b>Responsible to:</b>	<b>Cover Manager Snr. Ast. Headteacher Headteacher</b>		

### JOB PURPOSE

To cover lessons for short term absence of teaching colleagues, to maintain good order in the classroom and to support the teaching and learning policy of the school.

### WORK PERFORMED

To be responsible for the supervision of classes throughout both Key Stage 3 and Key Stage 4 and to ensure that pupils complete any work or tasks set for them by teaching staff.

Maintain good discipline within the classroom and around the school, in accordance with the school Policies.

Manage pupil behaviour, ensuring set work is undertaken, responding to questions and assisting pupils to undertake their work.

Register each class.

Liaise with teaching staff regarding set work

Ensure the health and safety of all students in the classes supervised.

Provide cover for registration if required

Undertake any training that is deemed necessary

### PEOPLE RESPONSIBILITIES

#### SAFEGUARDING RESPONSIBILITIES

The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for, or comes into contact with all staff.

### FINANCIAL RESPONSIBILITIES

#### BUILDINGS AND EQUIPMENT RESPONSIBILITIES

To ensure safe and proper use of equipment.

#### TRAINING AND DEVELOPMENT

The School is committed to personal and organisational development of the individual.

The post holder will be encouraged to contribute to identify and meet job related development needs.

### SPECIAL CONDITIONS OF EMPLOYMENT

- The School operates a 'Non Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc.

## **GDPR & DATA PROTECTION**

As an employee of the School, the post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of your application to join us, we will gather and use information relating to you. For further details and the recruitment privacy notice please visit [www.lodeheathschool.co.uk/gdpr](http://www.lodeheathschool.co.uk/gdpr).

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**Job description reviewed by: L Suddon**

**Date: November 2018**