



**COLMERS SCHOOL**  
& SIXTH FORM COLLEGE

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Cover Supervisor</b>
<b>GRADE:</b>	<b>Scale 4 point 20 – Scale 6 point 28</b>
<b>LINE MANAGER</b>	<b>Mrs T Shortland, Associate Staff Manager &amp; Head's PA</b>
<b>HOURS OF WORK:</b>	<b>8.15 am to 4.15pm daily – Term Time Only</b>

This job description may be amended at any time following discussion between the Headteacher and job holder, and will be reviewed annually.

### **General Description/Purpose of the Job/Post**

- To provide sole charge supervision in the absence of a regular teacher, presenting pre-prepared plans for education and supporting and facilitating student learning.
- To carry out the assigned tasks and duties associated with the role of Cover Supervisor as circumstances may require, in accordance with the school's policies and at the direction of the Headteacher. The jobholder will receive work on a daily basis to cover for teacher absence. Teaching staff will leave/give work directions about what is to be covered by students although there may be occasions where instructions are brief or emergency cover is required.
- To work under the guidance of teaching/senior staff/Associate Staff Manager and within an agreed system of supervision to implement agreed work programmes with individuals/groups in or outside the classroom. Whole classes will be supervised during the short term absence of teachers. The primary focus will be to maintain good order and to keep students on task, responding to questions and generally assisting students to undertake set activities. The invigilation of both internal and external public examinations may form part of this role if and when time and availability allows.

### **Supporting Student Progress**

- delivery of the set work and management of behaviour to ensure the minimal of disruption to student study as a result of teacher absence.
- supervise and support students ensuring their health and safety and access to learning
- establish productive working relationships with students, acting as a role model and setting high expectations
- promote the inclusion and acceptance of all students within the classroom
- support students consistently whilst recognising and responding to their individual needs
- encourage students to interact and work cooperatively with others and engage all students in activities

- provide feedback to students in relation to progress and achievement and employ strategies to recognise and reward achievement
- provide written feedback to teachers which includes issues on behaviour - positive and negative – and any other concerns or information the job holder has need to pass on – including level of engagement and progress made in the covered lesson.

### **Supporting Teachers and the Curriculum**

- checking student attendance (to include formal registration) in the class being supervised and reporting back to teaching, pastoral or administrative staff regarding any concerns they might have.
- assist with classroom preparation and organisation of facilities and resources
- monitor and evaluate student's responses to learning activities through observation and planned recording of achievement against predetermined learning objectives
- implement agreed national and local learning strategies, activities and programmes, adjusting activities according to student responses/needs
- provide objective and accurate feedback and internal reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- to be responsible for keeping and updating records
- to develop a mutually supportive liaison with subject teachers, working with teachers in lesson planning, evaluating and adjusting lesson/work plans as appropriate
- promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- assist with the provision of differentiated resources and tasks, which will allow all students to participate fully in lessons, securing and extending their learning
- gather and report information from/to parents/carers and between teachers, participating in feedback sessions/meetings as directed
- administer and assess routine tests and invigilate exams/tests

### **Contributing to School Ethos**

- to operate at all times within the stated policies and practices of the school
- be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data collection, reporting all concerns to an appropriate person
- be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- attend relevant staff meetings that are required and applicable to the job or ones that they are invited to attend.
- participate in training and other learning activities and performance development as required
- undertake planned supervision of students' out of lesson/school hours activities
- supervise students on visits, trips and out of school activities as required

## **VARIATION CLAUSE**

- 1 This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher / Line Manager in consultation with the job holder
2. In these circumstances it will be aim to reach agreement on reasonable changes within the grade and level of responsibility entailed, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

The role/job will be subject to annual Performance Appraisal.

## **FLEXIBILITY CLAUSE**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the School or in a comparable post in any of the School's other sections or departments

Signed ..... Dated .....  
(Post/Job holder)

Signed .....Dated .....  
(Line Manager)

Signed .....Dated .....  
(Headteacher)