**Job Description: Cover Supervisor**

**Reporting to:** Operations Director

**Start date**: 3rd September 2018

**Salary:** Ark Support Scale 6, Point 21, FTE £23,847,

Actual Salary £20,422, Term time only

**The Role**

To supervise whole classes, during the short-term absence of teachers, as directed by the cover administrator.

**JOB DESCRIPTION**

**Tasks**

* To allocate daily cover duties for internal and external staff as required to cover absent colleagues.
* To give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep pupils on task.
* To respond to general questions and provide general feedback to teachers but will not be required to undertake ‘specified work’ e.g. planning, preparation and assessment of students’ work.
* Supervise pupils engaged in learning activities.
* Act as a role model and set high expectations of conduct and behaviour.
* Promote the inclusion and acceptance of all pupils within the classroom.
* Keep pupils on task and respond to general queries.
* Liaise with Heads of subject where additional support is needed.
* Provide objective and accurate feedback to the teacher on the conduct of the lesson.
* Keep appropriate records as agreed with the teacher.
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Support the use of ICT where appropriate.
* Make appropriate use of equipment and resources.
* Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Participate in training and other learning activities as required.
* Attend relevant school meetings as required.
* To respect confidentiality at all times.
* Liaise with the line manager as appropriate.
* Any other reasonable duties as directed by the Leadership Team.
* When not required to cover lessons, Cover Supervisors provide other in class or administrative support as directed by their line manager.