JOB DESCRIPTION

JOB TITLE	COVER SUPERVISOR
SCHOOL	Caludon Castle School
GRADE	G3 - £16,123 TO £18,070 per annum (Pro rata to number of hours worked per week and weeks worked per year - £11,293 to £12,657 per annum). (£8.33 to £9.37 per hour) **Plus an enhanced salary/allowance for a subject specialist in English, Maths or MFL**
HOURS	30 hours per week (5 days per week, 6 hours per day), Term time only plus 5 teacher training days.
Opportunity for Graduates	*Caludon Castle has an additional vacancy for a **graduate** to undertake an Associate Specialist Teacher Cover role. For further information please refer to the Associate Specialist Teacher advert on the school website –* www.caludoncastle.co.uk – ***salary band £16,626 to £20,492 - actual salary*** *or email Emma Over* HumanResources@caludoncastle.co.uk

Job Purpose

- To provide cover supervision in the event of the short term absence of teaching staff within the School.
- To facilitate and encourage learning which helps all students achieve their potential.
- To provide in-class support to other learning activities.
- To assist with lunchtime supervision and exam invigilation as required.

Description of Duties and Responsibilities

COVER SUPERVISION

1. Supervise whole class to undertake work/activities that have been set by teachers in accordance with the school policy, including introducing and closing the class.

2. Arrive promptly at the classroom and meet and greet the students. Take the register in accordance with school procedures.

3. Manage the behaviour of students whilst undertaking cover supervision to ensure a constructive environment.

4. Encourage students to interact and work co-operatively with others and engage all students in activities.

5. Respond appropriately about process and procedures relating to the learning activity and to the school's code of conduct.

6. Deal with any immediate problems or emergencies according to the school's policies and procedures.

7. Collect any completed work after the lesson, returning it to the appropriate teacher.

8. Ensure that communication links with the appropriate teacher are established to ensure continuity is maintained.

9. Report back, as appropriate, using the school's agreed procedures on the behaviour of students during the class, and any issues arising.

10. To cover for longer term absence of teachers through agreement as appropriate.

11. When not required to cover for absent teachers, other duties will be carried out by arrangement with the lead graduate learning facilitator/the deputy headteacher and in accordance with the school's timetabled needs as outlined through the staff deployment administrator.

IN CLASS SUPPORT

To assist with various learning activities as directed by a class. Activities will vary according to the subject/age of students but could include working with individual students or small groups, escorting students to the library, assisting with the supervision of school visits.

EXAM INVIGILATION

Assist as part of a team in invigilating examinations, either internal or external exams.

LUNCHTIME SUPERVISION/TUTOR

Act as part of the lunchtime supervisory team and undertake the role of a tutor on a long term and or cover basis.

GENERAL

1. Carry out the duties of the post with due regard to the Trust's equal opportunities policy, safeguarding, data protection, finance and health and safety, and performance management procedures..

2. To be accountable for promoting and safeguarding the welfare of students responsible for, or who in contact with

3. The postholder will perform any other duties and responsibilities within the scope and the spirit of the job purpose, the title of the post, and its grading.

Postholder reports to :   HR Director/Deputy Headteacher

Support to   :   Deputy Headteacher/Lead Graduate Learning Facilitator

Level of supervision :   Under the guidance of the Lead Graduate Learning Facilitator

Responsible for   :   -

Hours of Work:

8.35 am to 3.15 pm Monday with 40 minute unpaid break, 8.45 am to 3.15 pm Tuesday to Friday, with a 30 minute unpaid break