

St Mary Redcliffe and Temple School

JOB TITLE Cover Supervisor

GRADE 8

MANAGED BY Deputy Head (Behaviour for Learning) / Cover Administrator

Purpose of the Job

To provide a cover service for absent teachers, supervising classes/groups of students and ensuring that they carry out the work tasks set by the teacher with designated responsibility.

Cover Supervisors are required to do three 30 minute lunch duties per week and are each attached to a main-school House. Cover is provided for tutors in the mornings and afternoons as required and some administration support for Heads of House is also required.

Key Job Outcomes**1. Support for students' learning**

The postholder will ensure that students carry out curriculum tasks set by the teacher and assist students in understanding the nature of these tasks in order to minimise the effect of the teacher's absence upon students' learning. They will help the classroom teacher by effective selection and preparation of teaching resources that meet the diversity of students' needs and interests.

2. Support for the learning environment

The postholder will keep the learning environment secure and endeavour to leave classrooms as found.

3. Care and support for students

The postholder will act on behalf of the teacher in ensuring (1) the health and safety of students in the classroom and (2) equal and fair access to learning opportunities.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

General Accountabilities

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards