



The Compton School Job Description

Post: Senior Cover Supervisor

Reports to: Deputy Headteacher

Grade: Scale Point 25 - 28

Purpose of Job

To lead and manage the team of Cover Supervisors

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom, including the supervision of whole classes during the short term absence of teachers.

When cover for teacher absence is not required you will work as a teaching assistant supporting students in lessons or involved with groups of students.

Main Duties and Responsibilities

- Line management of a team of Cover Supervisors including monitoring and in class observations
- Undertake appraisal reviews for the Cover Supervisors and identify training needs to ensure continued professional development of the team
- To be involved in the recruitment of new staff and be responsible for the induction of new cover supervisors
- Manage the performance of individuals in the team including responsibility for staff development

- Provide professional leadership / guidance to a team of cover supervisors in the delivery of teaching the key stages
- Liaise with the person responsible for deploying cover on a daily basis to be informed of classes to be supervised
- Represent Cover Supervisors as necessary at appropriate meetings
- Supervising the students in lessons with work tasks left in accordance with the school policy
- Understanding and implementing the school's behaviour policy thereby assisting with the management of student behaviour to ensure a constructive learning environment
- Responding to students about the work that has been set while keeping them on task
- Support the use of ICT within the lesson as appropriate
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Supervising entry and departure of students in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Providing objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of students
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class and any other issue arising
- Dealing with any immediate problems or emergencies according to the schools' policies and procedures
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities and grading of the post

Safeguarding Children:

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to DBS Barred list and Enhanced Disclosure checks

Promotion of school

- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**.
 - To ensure that all Cover Staff are familiar with the **school vision**.
 - To promote, advocate and follow all **school policies**
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General

- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.
 - Such duties and responsibilities may be updated from time to time to reflect any changes to Cover Supervisor procedures. Only significant additional duties or responsibilities as required by the Headteacher / SLT will render the grade of the post liable for re-evaluation.
 - Much of the work undertaken within the School/Department is of a highly confidential nature. The post holder must at all times maintain confidentiality.
 - The post holder must be aware of and understand the School's Safeguarding Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
 - The post holder must be aware of and understand the School's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
 - The post holder must ensure compliance with all health and safety legislation and associated codes of practice and school policies
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