



COVER SUPERVISOR JOB DESCRIPTION

Monday-Friday: 8.30am-4.30pm, Term Time Only

1. KEY DUTIES

- Supervise classes and work set during the short-term absence of teaching staff
- Manage the behaviour of pupils whilst they are undertaking this work to ensure an effective learning environment
- Respond to any questions from pupils about process and procedures during the course of assigned lessons
- Deal with any immediate problems or emergencies in line with the school's policies and procedures
- Collect completed work after the lesson and pass to the appropriate teacher
- Report on the behaviour of pupils during the class and on any problems arising, in line with the school's agreed referral procedures

2. STANDARDS AND QUALITY ASSURANCE

- Support the stated aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend meetings with the Deputy Head (Achievement) as required
- Undertake professional duties that may be reasonably assigned by the Headmaster. This includes supporting the school with break time and lunchtime duties across the school as required; supervision of pupils and groups on school excursions and visits under the direction of the member of staff in charge of that activity; and helping at school events as required
- Be proactive in matters relating to Safeguarding and Health and Safety.

4. OTHER DUTIES AND RESPONSIBILITIES

- Ensure that pupils have equality of access to opportunities to learn and develop
- Other reasonable duties that the Headmaster may from time to time ask the post-holder to perform

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.