

	EDMONTON COUNTY SCHOOL JOB DESCRIPTION
Date:	November 2018
Owner:	KNS

Post Title: **Cover Supervisor**

Grade: **Scale 5/6**
29.5 hours per week 39 weeks per year (term time only)

Responsible to: **The Senior Cover Supervisor**

Purpose of the Job: **To supervise classes during the short-term absence of the assigned teacher.**
To invigilate internal and external examinations.

Main Duties and Responsibilities

1. Supervise work that has been set by the teacher.
2. Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
3. Respond to any questions from students about process and procedures.
4. Deal with any immediate problems or emergencies according to the school's policies and procedures.
5. Collect completed work after the lesson and pass to the appropriate teacher.
6. Report, as appropriate using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising.
7. Support within faculties as directed when not supervising classes.
8. Invigilate examinations.
9. To take part in duty rota's.
10. Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.
11. To act at all times in accordance with school policies and to provide a professional role model for pupils, parents and other staff.
12. Any duties on behalf of Edmonton County School within the London Borough of Enfield, including Tutor Time, Break Duties and Lunch Duties.
13. Any other reasonable duties within the scope of this function and grading as directed by the Head Teacher.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.