**The Astley Cooper School**

**Job Description**

**Job Title: Cover Supervisor**

**Responsible to: Assistant Headteacher**

This job description should be read in conjunction with the current version of the Hertfordshire Pay and Conditions document and the expectations of the school’s support staff standards, skills and behaviours.

The main purpose of this role is to ensure that student learning continues with minimal disruption when teachers are absent.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every student and ensures that they make expected levels of progress.

Your key responsibilities as **Cover Supervisor** are:

To supervise classes during the short term absence of teachers, ensuring that

* students understand the work set for them by the absent teacher
* students complete the work set for them by the absent teacher
* good order is maintained
* any incidents or problems are reported promptly to the Head of Department or SLT link as appropriate

To carry out this role effectively you will need

* to follow the school’s policies and procedures on behaviour management etc
* to understand and implement health and safety guidelines
* to use a range of strategies to support students to complete the work set
* to liaise with appropriate staff (cover administrator, Head of Department, teaching assistants etc)
* to act professionally at all times
* at all times, to support the school’s aims and ethos

**Other Professional Requirements**

* To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
* To adhere to school Health and Safety policy including risk assessment and safety systems
* To adhere to school policy on equality and diversity
* To contribute to the overall ethos/aims of the school
* To appreciate and support the roles of other professionals
* To participate in training opportunities and professional development as required
* To be responsible for promoting and safeguarding the welfare of children and young people within the school

From time to time you may be required to carry out other duties as directed by the Headteacher. This may include supporting students in lessons, taking small groups for intensive support, exam invigilation and undertaking administrative work.

The key accountabilities of the post outline the main areas of the role: they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Headteacher.