

William Farr C of E School	
JOB DESCRIPTION	
JOB TITLE:	Cover Supervisor
POST HOLDER:	
GRADE:	WFPS 5
REPORTS TO:	Cover Supervisor Manager and Staff Cover Coordinator
Hours Worked Per Week:	
Weeks Worked Per Year:	
Weeks Paid Per Year:	
HOLIDAY ENTITLEMENT MUST BE TAKEN DURING SCHOOL CLOSURES	
1.	PURPOSE OF JOB: <ul style="list-style-type: none"> To provide efficient and high quality class cover for absent teachers. To work with teachers in developing learning activities, as appropriate.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES: <ol style="list-style-type: none"> To supervise, explain, expand and clarify, where possible, work that has been set in accordance with the school policy. Where there is ambiguity, to seek help from the nearest available teacher of that subject. To manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment, and issue appropriate sanctions as necessary. To report back, as appropriate, on the behaviour of pupils during the lesson, using the school's agreed referral procedures. To deal with any immediate problems according to the school's policies and procedures. If required, to collect any completed work after the lesson and return it to the appropriate teacher. To use the school's system of positive rewards. To perform administrative tasks for both middle and senior leaders as directed by the Cover Supervisor Manager & Staff Cover Co-ordinator To actively engage in professional development and INSET days. Such other duties as may be required within the general scope/level of the post.
3.	MANAGEMENT OF PEOPLE: None SUPERVISION OF PEOPLE: None
4.	CREATIVITY AND INNOVATION: Postholder must understand and utilize a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.
5.	CONTACTS AND RELATIONSHIPS Direct contact with pupils, Headteacher and other employees at the school.
6.	DECISIONS
	a) Discretion: The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
	b) Consequences: Impact would be to a child or group of children and should be easily identified and rectified.
7.	RESOURCES: The postholder has no responsibility for resources.

8.	WORK ENVIRONMENT:		
	a) Work Demands: Tasks may be interchanged but overall programme is not interrupted.		
	b) Physical Demands: School based, limited physical effort required.		
	c) Working Conditions: <ul style="list-style-type: none"> • Work normally performed in a heated, lit and ventilated environment; may be exposed to moderate noise. • Working 39 weeks each academic year. Holidays must be taken during school closure periods. 		
	d) Work Context: Potential risk to well being through management of pupil behaviour. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.		
9.	KNOWLEDGE AND SKILLS: NVQ Level 3 or A-level <u>plus</u> GCSE passes at grades A*-C in Mathematics and English. Postholder must be aware of and adhere to school Health and Safety policy. Working with groups of children aged 11-16. Skills necessary to safely manage classroom activities and behaviour.		
10.	GENERAL		
Job Evaluation: This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the School			
Other Duties: The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities: The postholder is required to carry out the duties in accordance with School Opportunities policies.			
Health and Safety: The postholder is required to carry out the duties in accordance with the School Health and Safety policies and procedures.			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]