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| **Name:** |  |
| **Job Title:** | Cover Supervisor |
| **Salary range / job grade:** | Scale E  27.5 hours per week term time plus one |
| **Responsible to:** | Cover Manager |
| **Effective Date:** |  |
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| **Role and Context** | |
| **General**  To supervise whole classes to cover short term absence of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher, and keep pupils on task while maintaining good order.  Cover supervisors can respond to general questions and provide general feedback to the teacher. The cover supervision role will normally include other activities, or be part of a wider role in the school, e.g. teaching assistant, technician or administrative roles.  Responsible to a Senior Teacher or a Head of Department and works under the general direction of a class teacher when supervising lessons. Cover supervisors may work within particular departments on a long term basis so as to improve the continuity of education during teacher absence and increased understanding and familiarity with the curriculum and the pupils working within that department. | |
| **Duties and responsibilities:** | **Support for pupils**   * Supervise pupils while they are engaged in learning activities and deal with immediate problems and emergencies. * Manage pupils' behaviour within the ethos and behavioural policies of the school. * Set high expectations of conduct whilst acting as a role model. * Respond to pupil queries on procedures while keeping pupils on task. * Promote the inclusion and acceptance of all pupils within the classroom within the school's policies and procedures of equal opportunities.   **Support for teachers**   * Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of pupils. * Collect and pass on any completed work. * Maintain and pass on any appropriate records as agreed beforehand with the teacher. * Provide support and assistance to teaching staff in large examinations or test groups.   **Support for the curriculum**   * Support the use of ICT within the lesson as appropriate. * Understand and ensure appropriate organisation/use of the classroom, equipment and resources.     **Support for the school**   * Accompany groups of pupils on school trips ensuring their health and safety (to be at discretion of lead teacher). * Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. * Participate in training and other learning activities as required. * Undertakes other similar duties and activities that fall within the grade and role of the post as decided by the Principal/Senior Teacher.   **APPROPRIATE USE OF COVER SUPERVISORS**   * Cover supervision should only be used for short-term absences. These might be known in advance (for example, where a teacher has a medical appointment or is undergoing professional development) or unexpected (for example, absence due to illness). Longer term absence - e.g. due to long-term sick or maternity leave should be covered by a teacher. * Principals will exercise their professional judgment in determining what should be regarded as a "short-term" absence for these purposes. There will be a number of considerations which the Headteacher will need to take into account when deciding whether the use of cover supervision is appropriate or not. * The key factors are:   a) the extent to which continuity of learning can be maintained;  b) the length of time a particular group of pupils would be working without a teacher;  c) the proportion of the total curriculum time affected in a specific subject over the course of the term.   * For example, in a setting where a class is predominantly led by one teacher for the majority of the day, it is likely that cover supervision will very quickly become "specified work" and active teaching would be required. This would therefore fall under the Education (Specified Work and Registration) (England) Regulations. In any case, it would clearly be inappropriate in such settings for a class to be 'supervised' for more than three consecutive days. * On the other hand, where pupils are only timetabled for occasional lessons which are affected by teacher absence, the use of cover supervision over a longer period of time may be appropriate. |
| **General** | * To be a trained first aider and fire marshal * To maintain Staff and Pupil confidentiality * To undertake training as appropriate * To participate in the performance management programme * To undertake other responsibilities within the overall purpose and scope of the post |
| **General Information:**   * The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. * All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. * Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. | |
| **Review:**  This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the mean expectations of the school in relation to the post-holder’s professional responsibilities and duties.  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | |
| **Signature: Date:** | |