**Job Description – Cover Supervisor**

**Reports to:** Cover Manager

**Purpose of the post:**

The primary focus is to encourage effective learning through classroom cover for teachers. When not covering classes cover supervisors will provide classroom or administrative support.

All staff must be committed to the protection and safeguarding of children and young people, to making a positive contribution to the achievement of the school’s aims and supporting its CHARACTER values.

**Core Responsibilities**

* To cover lessons for absent teachers.
* To cover registration for absent teachers.
* To undertake student supervisory duties as required when not covering for an absent teacher, with either individuals or small groups.
* To provide administrative support when not covering for an absent teacher.
* To undertake invigilation of internal and external exams when required.
* To undertake training in classroom management and update as appropriate.
* To create an orderly and purposeful environment in which students can complete work set by the classroom teacher.
* Make use of the school disciplinary and reward systems.
* Collate a bank of supervision work for subjects at KS3 and KS4 in liaison with the relevant faculty leaders. Cover and supervision work should continue to be set by the Standards Leaders/Curriculum Leaders.
* Liaise with Guidance Team and Student Managers to assist with behaviour management.
* Work with designated curriculum leaders as directed by the Cover Manager when required.
* Where hours allow, attend the weekly staff briefing.
* Accompany visits and field trips as required.
* Carry out a weekly break duty.
* Cover ‘call out’ as required.

**Other Responsibilities**

* Develop and maintain positive relationships with colleagues, key staff and stakeholders.
* Respect and promote the school’s ethos and CHARACTER values.
* Participate in the staff review and development appraisal process.
* Any other appropriate tasks as delegated by line manager.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post. This job description may be subject to amendment in order to meet the changing needs of the school, following appropriate consultation.

This job description has been agreed by both the post holder and the line manager and will be reviewed annually as part of the support staff appraisal process.

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| Post holder’s signature: |  |
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| Line manager’s signature: |  |
| Name: |  | Date: |  |