



# Wright Robinson College

Executive Headteacher: Martin Haworth

## Cover Supervisor: Job Description

### **JOB TITLE**

**Cover Supervisor**

### **SCALE/SALARY**

**Grade 5 SCP 13-19 £29,064 - £32,061 FTE (Actual salary term-time only £24,358 - £28,869)**

### **RESPONSIBLE TO:**

**Executive Headteacher, Deputy Headteacher, Assistant Headteacher, Extended SLT.**

### **JOB PURPOSE**

To act, under the guidance of teaching staff, as a Cover Supervisor for absent members of staff. This will involve covering timetabled lessons, delivering specified teaching and the supervision and management of class groups.

The role of Cover Supervisor will involve mentoring responsibilities for pupils who require support. The focus will be on supporting the improvement of learning and behaviour.

### **Duties and Responsibilities**

1. To act as a Cover Supervisor responsible for supervising students in the completion of work in a teaching environment. Acting under the direction of a qualified teacher and subject to the College's Scheme of Supervision.
2. To ensure that students complete work set and that the classroom/environment is managed during the cover period.
3. To liaise with subject teachers and develop skills in delivering high quality cover lessons.
4. To implement the Behaviour for Learning Policy in the teaching environment.
5. To record rewards and sanctions on the College's electronic monitoring system.
6. To work collaboratively with subject teachers in the delivery of teaching and learning and to ensure that Students' progress and experiences are recorded. These records will be used to inform Individual Education Plans and Pastoral Support Programmes.
7. To contribute to the planning for the delivery of teaching and learning for students being supported, to an agreed schedule. This will involve contributing to the preparation of teaching and learning materials and subject matter.
8. To be familiar with the schemes and units of work used at both key stages in faculties.
9. To ensure that all records are updated and those with responsibility for monitoring are informed of students' progress/behaviour.

10. To supervise students in a range of settings and manage programmes of work. Including but not limited to, supervising the compass centre when requested.
11. To invigilate examinations as and when required.
12. To implement and adhere to the College's Equal Opportunities Policy.
13. Any other duties that may be required, commensurate with the grade of the post.
14. To have a flexible and can-do approach with the ability to respond to the needs of the college.
15. To contribute to the overall ethos, work and aims of the College.
16. To establish constructive relationships and communicate with other agencies and professionals.
17. To participate in training and other learning activities and performance development as required.
18. To recognise own strengths and areas of expertise and use these to advise and support others.
19. To be aware of and comply with the College's Safeguarding Procedures, Health and Safety requirements, confidentiality and data protection policies.
20. You will be required to work two additional INSET days, which will be paid additionally, and advanced notification of those days will be provided.

*The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*