**Job Description – Temporary Cover Supervisor**

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| **Job Title: Temporary Cover Supervisor**  **Grade: Grade E - Term time plus 1 day - 31.5 hours per week** |
| **Job Purpose** |
| To contribute positively to the effectiveness of pupil learning through providing cover for absent teachers |
| **Main duties**   * Cover supervision for whole classes;   + communicating work set by the class teacher to the pupils   + supervising completion of the work   + managing the behaviour of pupils whilst in class   + promoting positive pupil behaviour and conduct   + maintaining a positive environment within the classroom   + responding to questions and queries from pupils   + collecting completed work and returning it to the teacher   + reporting any issues and/or concerns that arise * Marking of work;   + to undertake routine marking of pupils’ work   + to mark examination papers as appropriate * Examination invigilation and administering tests * to assist in the supervision of children on trips/visits * to supervise withdrawal groups and detentions * to uphold the School and Trust ethos and to work within their policies and procedures |
| **Support for the School** |
| * to be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person. * to undertake weekly break duty * to participate in training and other learning activities as required * to assist with the supervision of pupils out of directed time, including before and after school, if appropriate, and within working hours * to accompany teaching staff and pupils on visits, trips and out of school activities as required * to ensure that personal development is addressed through accessing appropriate development opportunities and to share learning with others   **Common Core of Skills and Knowledge for the Children’s Workforce**  The common core covers six themes:   * Effective communication and engagement with children, young people, parents and carers. * Child and young person development. * Safeguarding and promoting the welfare of the child. * Supporting transitions. * Multi-agency working. * Sharing information. |