**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
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| **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.
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