

Job Description

Role:	Cover Supervisor
Location:	The Norwood School
Core Purpose:	To supervise and lead classes across all Key Stages and subjects during the short-term absence of teaching staff. The Cover Supervisor will maintain a purposeful learning environment, ensuring high standards of student behaviour and active engagement in the activities set.
Reporting to:	The Cover Manager
Liaising with:	The Cover Manager or the SLT in the absence of the Cover Manager, Head of Department/Faculty with regard to curriculum matters, Head of Year with regard to pastoral care of pupils
Salary	NJC Scale 5, point 12-15
Hours	8:30am – 3:30pm 30 hours per week, 39 weeks per year Term Time Only + INSET
Main duties and responsibilities	• Set high standards and expectations to ensure good behaviour is maintained • Give clear instructions for the lesson provided by the teacher ensuring that learning outcomes are achieved • Complete the class register • Ensure students sit according to the provided seating plan • Monitor and manage the students' behaviour whilst in the classroom within the guidelines of the schools' behaviour policy, using behaviour management systems/routines • Record positive and negative behaviour comments on Class Charts • Be aware of and comply with policies and procedures related to Child Protection, equal opportunities GDPR, reporting any concerns regarding student welfare via the appropriate channels • Liaise with the subject teacher regarding return of work, follow ups etc. • Support the school by undertaking LSA duties when no cover is required • Assume the role of tutor when required • To support students, as directed, for periods with no cover if required.
Additional Duties	• To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and pupils to follow this example • To actively promote the schools' policies • To continue personal development • To comply with the school's Health and Safety policy and undertake risk assessments • To carry out supervisory duties in accordance with the school's published information • To inform the school when you are absent from work and to set work for the classes which will require cover • To undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Faculty/School
Equal Opportunities	• To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.

	To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equality Act 2010.
Safeguarding	To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.
Health and Safety	In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.
Data Protection	When working with computerised systems to be completely aware of responsibilities at all times under General Data Protection Regulations for the security, accuracy, and significance of personal data held on such systems.

This job description is not necessarily a comprehensive definition. It will be reviewed annually.

Signatures – Job Description discussed and agreed

Signature of Post Holder:

Date:

Signature of Supervisor:.....
(Line Manager)

Date: