



Job Description Job Title: Cover Supervisor

Accountable to:	Cover Manager	Line Managing:	N/A
Post type:	32.5 hours per week Term time only plus teacher training days	Salary/Grade:	Band G SCP 11-14
Liaising with:	Staff, students & parents		

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff

Job Purpose

To support access to learning for students and provide management of students in the classroom when the teacher responsible for the class is absent on short-term absence (which may be planned or unplanned).

Cover supervisors will not be expected to undertake detailed planning, preparation, delivery or assessment of pupils' progress and/or development.

Broad Description

Cover supervision:

- Provide cover supervision during a teacher's absence enabling students to undertake self-directed learning, where the work has been pre-prepared and students can work independently and keep on task. This can include introducing and closing the lesson
- Ensure good behaviour of the pupils and make sure the pupils engage in the learning activity
- Collect any completed work and return it to the appropriate teacher
- Deal with immediate problems and emergencies in accordance with the school's policies
- Give feedback to the teacher on broad issues such as behaviour
- Undertake any administrative duties relevant and appropriate to this post, for example taking registers, logging positive and negative points

Support to students:

- Provide support to help students stay on task and enable them to access and undertake pre-set learning
- Promote the inclusion and acceptance of all students within the classroom, encourage them to interact with and work co-operatively with others and engage in all activities
- Respond appropriately to questions raised by students
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Monitor and provide for the care, safety and welfare of students
- Supervise students during break and lunchtimes as required



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Support to School

- Perform duties and attend meetings / training as reasonably required
- Participate in the school's performance management scheme
- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies
- Be a role model to students through personal presentation and professional conduct
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Undertake any other duties as reasonably required by the Headteacher

Responsibility for others

- The post has some impact on the well-being of individuals or groups (i.e. physical social, health and safety).

Responsibility for physical resources

- The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information.

Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).