

JOB DESCRIPTION

Job Title:	Cover Supervisor
Department:	Staff Office
Reports to:	Assistant Headteacher, Operations
Salary Range:	Kent Range 6 - £18,059-£19,711 pro rata (£20,997-£22,918 FTE)
Hours:	37 hrs per week (with ½hr unpaid lunch). Term time only, plus inset days
Job Purpose:	To supervise whole classes during short-term absence of teachers. Cover Supervisors will give instructions for a lesson as provided by a teacher. The supervisor will ensure the good behaviour of the pupils and make sure the pupils engage in the learning activity. The post holder will be required to respond to pupil's general questions and provide feedback to the teacher on broad issues such as behaviour but will not be expected to undertake any planning, preparation, delivery or assessment of pupils' progress and/or development. Cover Supervisors will be subject to general supervision and will act under the professional direction of teachers. When there are no lessons requiring cover, Cover Supervisors are expected to use their initiative to support teaching/learning throughout the school.

Key Responsibilities:

- To work with staff to ensure good communication.
- To supervise pupils in the absence of a teacher.
- To help supervise the Dining Hall at lunchtime (½ hour only).
- Supervise pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved also ensuring inclusion and acceptance of all pupils within the classroom in order to promote equal opportunities.
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on the conduct of the lessons.
- Support the use of ICT and other equipment and materials to enable pupils to achieve the learning objectives set by the teacher.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils.

Notes

- 1 The responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 2 This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out, and no part of it may be so construed.
- 3 This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.