

Torquay Girls' Grammar School



Name:	-
Job Description:	- Cover Supervisor
Salary Range:	- Grade E
Responsible to:	- Deputy Headteacher
Job Purpose:	- To arrange and provide cover for absent teachers.

Core Responsibilities:

- To be responsible for the operation of cover arrangements for absent staff under the supervision of the Deputy Headteacher.
- To organise and deploy cover supervisors and supply teachers for cover purposes.
- To liaise with external agencies to source supply teachers when required.
- To liaise with staff to ensure cover work is available.
- To effectively manage different resources in the study centre so that all groups have the appropriate resources.
- To ensure that the study centre is kept as a meaningful study area.
- To register and record student attendance.
- To create a calm and purposeful environment in which pupils, potentially from different groups, can complete work set by the classroom teachers and engender high expectations.
- To ensure that the teaching groups have clear instructions and the necessary resources and answer general enquiries.
- To follow the teachers' instructions re: collecting books, returning resources etc, as required.
- To report back to the teachers on the work and behaviour of pupils during the lesson and any issues arising.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To be aware of particular pupils' specific needs.
- To organise room changes and bookings and communication of such changes.

General Duties

- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- To fulfil Safeguarding responsibilities in accordance with the TGGGS Safeguarding Policy.
- To attend Morning Briefings and to refer regularly to staff notices.
- To contribute to the overall ethos/work/aims of the school.
- To establish purposeful relationships and to support achievement and progress for pupils.
- To participate in training and other learning activities.
- To help supervise and support pupils on visits, trips and out-of-school activities as required.
- To undertake any other tasks as required by the Headteacher which are compatible with these.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post. It may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here as directed by the Headteacher.

Signed: Date: