

Job Description

Post Title: Cover Supervisor

Pay Scale: Point 17

Main Purpose of the Post:

To supervise classes during the absence of subject teachers and provide support to department teams

Main Duties:

- To instruct students in relation to the work left by the subject teacher.
- To ensure students are provided with the necessary resources to facilitate learning. On occasions this may include locating missing or any additional resources as required.
- To register and record student attendance in lessons, including lateness and absence and further ensuring the dissemination of important messages from other areas of the school.
- To answer students' queries in relation to the instructions left by the subject teacher, ensuring that instructions are understood, encourage peer mentoring where necessary.
- To liaise with subject leaders in relation to work set by subject teachers as appropriate and maintaining a positive support network throughout each subject department.
- To use resources available within the school system to add to work left by teaching staff for the lesson, acquiring extra resources where necessary.
- To supervise the class for the duration of the lesson by:-
 - ensuring positive behaviour is maintained
 - encouraging and supporting the learning experience of the students
 - monitoring student behaviour to prevent negativity being a barrier to learning
 - using the school sanction and reward system as appropriate
 - ensuring behavioural issues are managed within the schools behavioural policy.
- To supervise groups of students and assist with revision by:-
 - encouraging students to utilise all the revision material provided
 - offering guidance on revision techniques
 - ensuring classroom has an environment conducive to revision.
- To ensure classes enter and leave classrooms in an orderly manner
 - Ensuring safe passage through corridors and stairways
 - Meeting and greeting students on arrival
 - Observing standards of uniforms
 - Seeing the students out of the lesson in an orderly fashion.
- To ensure the classroom is left tidy and ready for the next lesson after dismissing the class.
 - Encouraging the students to take responsibility for their learning areas

- Ensuring that all students support each other with the clearing up and packing away.
- To cover for form tutors, including recording attendance, checking equipment / uniform, etc.
- To assist in establishing and maintaining good order within the school, including undertaking duties as necessary.
 - Supporting other staff whilst they are on duty
 - Maintaining acceptable behaviour standards around the site not just in the classroom
- Assist teachers in classroom management of difficult groups, providing peer support with teachers and other cover staff.
- To deal with, record and report incidents of inappropriate behaviour, in accordance with the school's behaviour policy and procedures
- Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility including:-
 - Offering additional support to post 16 study area's
 - Covering for absent staff managing Learning Centres and the Unit
 - Supporting the staff of the library
 - Providing a supportive presence for ITT's and NQT's.
 - Providing additional staffing for educational trips and visits.
 - Administrative departmental support

The post holder will be expected to work within the schools' policies and procedures.

General

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The postholder will undertake any other duties at the request of the Executive Principal appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

The Education Alliance is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Signed: _____

Date: _____

Name: _____