

Post Description - Cover Supervisor

Post Title:	Cover Supervisor	Post Holder	
Learning Community:	Whole School	Reporting to:	Assistant Headteacher
Liaising with:	Heads of Departments	Line Managing:	Not applicable
Post Type:	Permanent	Salary/Grade:	Band 4 SCP 12 - 17
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).			
Every member of staff is required to:			
• Work towards and promote the vision of the school • Support and contribute to the achievement of the School Improvement Plan • Support and contribute to the schools responsibility for safeguarding students • Undertake professional development activities to enhance personal development and post-performance • To maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff			
Role and Responsibilities:			
A. In contributing to the team: • Professional Behaviours Demonstrate professional behaviours appropriate to your role. This includes sustained support and promotion of the school's philosophy, culture, ethos and climate for learning, demonstrating both integrity and corporate responsibility within and beyond the learning organisation in relation to policies and decisions. • Policy Contribute to the development of the policies within the school. B. In supporting learning you should: • Climate for learning Ensure that policies in relation to effective learning are successfully implemented to ensure a secure effective learning environment is maintained. • Standards Lead by example in setting and maintaining high standards, expectations and aspirations for students ensuring that they are treated with dignity and respect, that they receive appropriate guidance, support and recognition. • Supporting Behaviour for Learning Ensure students show effective Behaviours for Learning. C. Professional Standards • To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels • To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate • To be friendly, helpful and welcoming to parents and members of the wider community visiting or making contact with the learning organisation • To provide a good role model for students • To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect • Using the Behaviour for Learning Policy, to deal with student behaviour in a manner which is appropriate to the context • To deal with students in a manner which conveys mutual respect • Not to behave towards students in a manner which is aggressive, intimidating, or demeaning in any way D. Accountability • In the first instance you are accountable to the Assistant Head Teacher (Teaching and Learning) for the above role and for any additional specified responsibilities.			
Specific Responsibilities:			
Main responsibilities: ▪ To provide classroom supervision for absent teaching colleagues ▪ To take a register at the start of each lesson ▪ Supervising work that has been set in accordance with the school's procedures ▪ Managing the behaviour of students whilst they are undertaking this work to ensure a constructive			

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environment

- Responding to questions from students about process and procedures
- Dealing with any immediate problems or emergencies according to the school's policies and procedures
- Collecting any completed work after the lesson and returning it to the appropriate teacher
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class and any issues arising
- To liaise with Heads of Departments or other teaching staff about the work set for the lesson, without leaving the students unsupervised at any time
- To liaise regularly with Assistant Headteacher about the quality and appropriateness of work set for students
- To ensure observation of Health & Safety regulations, child protection and data protection regulations.
- To support subject teachers in the classroom and in the production of resources as required
- To establish good working relationships with students, acting as a role model and setting high expectations
- To undertake administrative duties and curriculum support when not engaged in supervising classes. This may include working as a Teaching Assistant.
- To contribute to the supervision of clubs, including out of school sessions.
- To participate in the lunch and break duty rotas.
- To be part of the support team contributing to the maintenance and upgrading of displays around the school
- To undertake relevant training for personal and professional development
- To participate in the appropriate staff review and Performance Management processes
- To work under the direction of the lead teacher/organiser when accompanying staff on school visits.
- Any other duties commensurate with the grade and job title as directed by the Assistant Headteacher and Headteacher.

Other duties:

- To carry out the duties in the most effective, efficient and economic manner available
- To support the development and promotion of an image which is consistent with the aims of the school
- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as may be reasonably directed.

General points:

- The learning organisation will endeavour to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.
- This post description is current at the date shown below, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and post title.
- This post description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be construed.
- The conditions of appointment are in accordance with the National Joint Council's Conditions for Administrative, Professional, Clerical and Technical Staffs, as amended by the Supplemental Conditions of the Borough of Trafford for salaried staff.

Postholder:		Date:	
Headteacher:		Date:	
Last updated:	February 2023		