

**Sir William Stanier High School**

**JOB DESCRIPTION**

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| **JOB TITLE** | Cover Supervisor  | **GRADE** | 7 |

**BASIC JOB PURPOSE**

As Cover Supervisor Team Lead you will co-ordinate and allocate daily cover arrangements for planned and unplanned staff absence. The postholder will line manage the Cover Supervisor team, supervise whole classes during short-term absence of teachers as well as support the arrangements for exams periodically.

**MAIN RESPONSIBILITIES**

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| **1** | Co-ordinate and allocate cover arrangements daily using the Cover Programme within SIMS. Have a clear overview on cover requested by staff, room changes, work to set etc. |
| **2** | Liaise with external agencies to source cover where needed and ensure correct procedures are followed for welcoming external personnel into the academy |
| **3** | Organise and distribute resources for the lessons to other members of staff to ensure that all cover lessons and staff have the correct work |
| **4** | Liaise with SLT and School Business Manager to provide an overview of cover requests and absences |
| **5** | Line manage the Cover Supervisor Team and external personnel sourced for cover support |
| **6** | Update relevant tracking systems with both planned and unplanned absences.  |
| **7** | Support the Data, SIMS and Exams Manager with matters relating to exams, including timetabling, cover and staffing arrangements and delivery of exams. |
| **8** | Supervise students who are undertaking work that has been set in accordance with school policy so that teaching and learning continues. |
| **9** | Present the work to students in a clear manner, explain any key points to the class and distribute the work to be completed. Circulate the group supporting individual students or small groups in accessing the work. Provide regular whole class or group support as appropriate. Ensure students complete the work with care and pride. Set appropriate homework. |
| **10** | Manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment. Challenge any inappropriate behaviours, following the school’s behaviour policy. |
| **11** | Respond to any questions from students about process and procedures so they can continue with their set work. |
| **12** | Deal with any immediate problems or emergencies in accordance with the school’s policies and procedures to ensure that pupil/employee safety is assured. |
| **13** | Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff. |
| **14** | Report back, using the school's agreed referral procedures, on the behaviour of students during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation. |
| **15** | Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. |
| **16** | Co-operate with the Trust on all issues to do with health, safety and welfare. |
| **17** | Support the Trust’s implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, etc. |

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| The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust. |