

NEW MILLS SCHOOL

JOB DESCRIPTION

Job Title: Cover Supervisor Manager

Grade/Scale: G7 PP8-11

Job ID:

Hours/FTE: 35 hours per week, Term Time only

Responsible to: School Business Manager

Main Purpose of the Job:

- To support inclusive access to learning for students and provide management of students in the classroom during a teacher's absence

Main Duties and Responsibilities:

COVER SUPERVISION

- Ensure that the classroom environment is safe, inclusive, productive, tidy and harmonious in the absence of the class teacher
- Provide cover supervision during a teacher's absence students undertake pre-prepared work.
- Coordinating with the Heads of Faculty to establish a comprehensive bank of resources for cover supervisors to use.
- Keep pupils motivated and provide support to help student stay on task with any pre-set exercises that has been has set.
- Comply with guidance in student SEND passports by providing the inclusive support required to remove barriers to accessing the curriculum.
- Establish productive working relationships with students, acting as a role model and setting high expectations complying with the behavior curriculum in our Ready to Learn Policy and awarding reward points.
- Assist students to overcome social and emotional barriers to learning to raise aspirations and self-esteem.
- Provide feedback to students in relation to progress and achievement.
- Managing the behaviour of students to promote and maintain order and a calm working environment for students, including implementation of the school's behaviour policy.
- Collect any completed work after the lesson and returning it to the appropriate teacher.
- Provide cover in other areas of the school as required, e.g. 360 Inclusion Centre (SEND), Library, Reprographics, Reception, etc.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Support and deputise for the Office Manager in relation to the administration of cover, printing out cover work and liaising with supply agencies as necessary
- Cover Reception during lunchtimes and during other absences of the Receptionist, subject to other demands of the role

- Supervise students during break and lunch times as required
- Be a trained First Aider
- Being a member of the duty staff as directed

General Responsibilities

- To perform duties and attend meetings as reasonably required.
- To participate in the school's performance management scheme.
- To undergo in-service training or other form of training for any aspect of the role, where required include regular safeguarding training.
- To comply with the school's Health and Safety policy and contribute to risk assessments as appropriate.
- To observe and implement current school policies and good practice.
- Contribute to the overall ethos, vision and aims of the school and to abide with our school values to **think big, do the right thing** and to work collaboratively demonstrating **team spirit**
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

Note: This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder's signature:

Post holder's name:

Date: