

JOB DESCRIPTION

COVER SUPERVISOR

Grade:	OA 5
Hours of Work:	30 hours per week – 8.40am-3.10pm (½ hour lunch break)
Contract:	Term time only
Base Location	Olney
Reporting to:	PA to Deputy Head

CORE PURPOSE

- To supervise whole classes during the short-term absence of the timetabled teacher;
- To act as an examination invigilator, when required;
- To provide support in the Personalised Learning Centre when not required for cover or invigilation.

Cover Supervision

- To register and record student attendance;
- To instruct students to sit in their usual places according to the seating plan;
- To communicate verbally and via the board instructions for completing the work left by their teacher or another member of the department;
- To ensure there is an orderly entrance to the classroom;
- To promote the inclusion and acceptance of all students within the classroom;
- To create a calm and purposeful environment in which students can complete work set by the classroom teacher;
- To maintain consistently high standards and expectations in terms of work rate and behaviour;
- To follow school systems and procedures on behaviour management;
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson;
- To collect any completed work after the lesson and return it to the appropriate teacher;

- To liaise with teacher(s) about **cover** work;
- To be aware of particular students' specific needs as identified in EHC Plan;
- To support students in using basic ICT and to follow the school procedures in terms of internet access and child safety.

Training

- To undertake relevant training, as needed, and identified in the annual performance review.

School

- Be aware of and comply with policies and procedures relating to inclusion, child protection, health and safety, equal opportunities, SEN, confidentiality and data protection, reporting all concerns to an appropriate person;
- Contribute to the overall ethos and aims of the school;
- Carry out a break duty 5 times a week;
- Supervise students on visits, trips and out-of school activities, any that fall outside normal working hours to be requested rather than directed;
- Provide clerical/admin support, eg photocopying, typing or filing;
- Undertake any other similar duties as required.

January 2019