



JOB DESCRIPTION

SCHOOL: Colonel Frank Seely School

Job title: Teaching and Learning Cover Supervisor

Pay Scale: Band 7 Points 32-36 £19,312 - £21,318 (pro rata)

Actual Salary £15,387 to £16,985

Hours: 35 hours per week during term time only. (8:40am – 4:10pm)

Job purpose: To provide cover supervision for absent teaching staff in a safe and secure learning environment. To undertake other non-teaching duties as directed during non-cover lessons.

Post(s) responsible to: School Operations Manager and Headteacher

Line Manager: Operations Manager

CORE REQUIREMENTS OF THE POST:

Key Areas of Responsibility

The person appointed will be given training in classroom management and a thorough induction programme will be delivered as part of our commitment to developing all staff.

Duties inside the classroom

- Supervise pupils on work left in accordance with the school policy.
- Prepare the learning environment and the materials used therein.
- Manage pupils' behaviour to ensure a constructive working environment.
- Respond to pupils about the work that has been set.
- Collect any work completed after the lesson and returning it to an agreed person/place.
- Leave the room in good order at the end of the lesson.
- Supervise entry and departure of the pupils in accordance with school policy.
- Record and report on attendance at lessons in accordance with school policy.
- Report back as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Assist teachers and their classes.

Duties outside the classroom

- Undertake document and report preparation, storage, format, retrieval, amendment and transmission using IT skills and a range of technology including SIMS and Microsoft Office to support information processing and communication.
- Collate routine information for reviews from a number of sources, within the school and from outside the school to a specific deadline.
- Process, format and assemble documents records, information and data.
- Undertake exam invigilation under the supervision of the Examinations Officer (both

internal and external).

- Supervise the isolation room – for those pupils who have been removed from a lesson.
- Undertake a break duty along with other members of staff.
- Produce displays in classrooms and around the school.
- Be available to support the administration team.
- Support after school activities/visits where appropriate.

Health & Safety

- To ensure compliance with agreed Health & Safety Policy.
- To ensure that all accidents and incidents are reported, including notifiable diseases.
- To ensure the security and safety of pupils at all times.

General Responsibilities

- To work as part of the Cover and other Departmental Teams
- Be aware of and comply with school policy and procedures
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.

Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.

This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the School's performance management programme for support staff and to participate in appropriate staff training and development activities.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment