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| **UXBRIDGE HIGH SCHOOL JOB DESCRIPTION:**  **COVER SUPERVISOR** | | |
| **Responsible to:** | | Cover Manager (or HR) / Leadership Team line manager |
| **Grade / Salary:** | | UHS SPR 6-14 (inclusive of Outer London Weighting). Actual salary £16,898 - £19,662 pa. |
| **Hours:** | | 32.5 hours per week, 39 weeks pa (term time, plus staff training days and twilight training sessions). |
| **Overview of role expectations** | | |
| To relieve members of the teaching staff from a number of duties, including covering for absent colleagues and invigilating examinations.  To provide support and assistance to curriculum areas as directed by the Cover Manager / HR.  All the above to be in accordance with any directions which may reasonably be given by the leadership team line manager and/or Principal. | | |
| **Responsibilities and Tasks.** | | |
|  | To supervise a class of students when the timetabled member of the teaching staff is absent, as directed by the Cover Manager/HR and/or leadership team line manager OR in the absence of a teacher, provide supervision for a class of students and deliver a pre-prepared lesson, as directed by the Cover Manager/HR and/or leadership team line manager. | |
|  | To cover for colleagues during Period 6 and/or to undertake supervision of student/extra- curricular support/ provision. | |
|  | To liaise with the appropriate curriculum leader with regard to the work set for the students. | |
|  | To communicate the work set by the class teacher to the students, responding to any questions about process and procedures. To motivate students to complete set tasks. | |
|  | To provide necessary support to students, which may include literacy, numeracy and organisational skills. To collect completed work at the end of the lesson, returning it to the appropriate teacher. | |
|  | To ensure an orderly start and finish to the lesson, in line with school policies and procedures. | |
|  | To maintain effective classroom management and organisation, including implementing the school’s behaviour policy. To report back as appropriate using the school’s agreed referral procedures on the behaviour of students during the class and any issues arising. | |
|  | To work within the school’s guidelines for rewards and sanctions. To pro-actively use the school’s rewards systems to motivate students. | |
|  | To invigilate both external and internal examinations as directed either as part of a team or on your own. | |
|  | To work with the FLC team when you are not required to supervise a class of students or for exam invigilation, as directed by the Cover Manager/HR Officer and/or leadership team line manager. | |
|  | To undertake arranging cover as required. | |
| In addition the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school governors and outside bodies. You will work under the reasonable direction of the Principal / leadership team line manager / Cover Manager / HR Officer and be prepared to carry out any other duties commensurate with the general level of this appointment. | | |
| Name of Post Holder: Signature:  Date: | | |