**NORTHWOOD SCHOOL**

**CASUAL COVER SUPERVISOR**

**JOB DESCRIPTION**

**Post Title:** **Cover Supervisor**

**Appointment: Up to** 30 hours per week, 38 weeks per year

**Scale: APT & C Scale 3**

**Responsible to:** Deputy Headteacher / Office Manager

The main function of this job is to supervise classes of students in the event of teacher absence. Cover Supervisors would typically be used to cover absences of 10 days or less (beyond this we would normally seek specialist supply teachers).

**Main duties:**

1. Support students’ learning through the active supervision of classes or small groups to ensure that they are positively engaged in set learning activities.
2. Manage the behaviour of students in accordance with school policy to ensure a constructive learning environment.
3. Manage students in a way that ensures they remain safe.
4. Undertake relevant administrative and organisational tasks related to your duties, such as attending assemblies, registering attendance, and distributing and collecting materials.
5. Use ICT to support students’ learning in accordance with school policy.
6. Invigilate tests and examinations.
7. Escort and supervise students on educational and out-of-school activities.
8. Develop and promote positive relationships.
9. Develop and maintain positive working relationships with other practitioners.
10. Reflect on and develop your own practice.
11. Provide routine clerical and administrative support when not undertaking student supervision.
12. Other tasks as may reasonably be requested.

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