



Job Description

POST: Cover Supervisor

JOB TITLE: Cover Supervisor

REPORTS TO: Cover Manager

GRADE: Pay Band 6

SUPERVISES: Not Applicable

JOB PURPOSE:

To supervise classes in the event of short-term absence. To manage and supervise pupil behaviour. To contribute to the maintenance of effective school administration. To support actively pupil's learning while covering the class.

PRINCIPAL RESPONSIBILITIES/DUTIES

- Supervising work that has been set in accordance with the school policy.
- Support the curriculum plan and learning programmes designed by the teacher.
- Actively support pupils with their learning during covered lessons.
- Responding to any questions from pupils about process and procedures.
- Providing feedback to the classroom teacher on the pupil's progress against lesson plans, conduct of the lesson. Keeping pupil related records.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Take morning and afternoon registration for absent teachers as required.
- Attend meetings and training sessions as required.
- Provide additional support to teachers in classrooms, to carry out administrative tasks when not covering a class.

- Act as a role model, setting and enforcing appropriately high expectations of conduct and behaviour.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Be involved in extra curricular activities, e.g. open days, presentation evenings.

KEY ACCOUNTABILITIES:

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunities and Safeguarding policies in relation to both employment, service delivery and conduct.

To fully comply with the Health and Safety at Work Act 1974 etc., the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and appraisal and contribute to the identification of own team development needs.

You will be based predominantly at Springfield School. However, as you will be appointed to The De Curci Trust, you may be required to work in any of The De Curci Trust's academies or in any of the schools/academies that the Trust is supporting as reasonably directed by the CEO. The ability to travel independently between DCT academies/schools is therefore essential.