



Cover Supervisor Job Description

Grade: London Borough of Newham Scale 6 (points range 18-20)

Hours: 32.5 hours per week; Term Time Only

Line Manager: Deputy Head Teacher responsible for Cover

Purpose: To supervise and manage classes and support students in completing learning tasks during the short-term absence of teachers. To maintain the quality of learning in lessons where the classroom teacher has set work but is absent. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain a focused learning environment. Cover Supervisors will respond to general questions and provide feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting).

Duties and Responsibilities

Support for students

- Supervise students engaged in classroom learning activities.
- Act as a role model and set high expectations of conduct and behaviour.
- Promote the inclusion and acceptance of all students within the classroom.
- Keep students on task and respond to general queries.
- Promote positive values, attitudes and student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Ensure that all learning designed for the group is completed.

Support for teachers

- Provide objective and accurate feedback to the teacher on the learning outcomes and learning climate of the session covered.
- Mark the register using SIMS accurately at the start of the lesson.
- Collect any completed work at the end of the session and ensure it is returned to the appropriate teacher or Curriculum/Subject Leader.

Support for school

- Be aware of and comply with policies and procedures relating to Child Protection, Equal Opportunities, Health, Safety and Security, confidentiality and Data Protection, reporting all concerns to an appropriate person.
- Be aware of and support different student needs and ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required
- To respect data protection and confidentiality at all times.
- Ensuring compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.

- Performing other such duties of a similar nature as from time to time may be required. Fundamentally to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.
- To invigilate school examinations as required.

Teaching Assistant role in the event of no cover being needed

- To support the learning of students in any subject area.
- To carry out administrative tasks as required.

Generic responsibilities

- Be flexible in working according to the needs of the school.
- Carry out responsibilities with due regard to the School's policy, organisation and arrangements for Health & Safety at work and current Health & Safety legislation.
- Carry out duties in line with equality and diversity principles and be sensitive to the needs of others, promoting a positive approach to a harmonious working environment.
- Undertaking the necessary training required in order to keep up to date with developments as identified through Plashet Appraisal System.
- Perform other such duties of a similar nature as from time to time may be required by the Head Teacher. Fundamentally to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.
- To liaise with staff, students, visitors and external agencies in a professional manner.
- To evaluate and improve own practice, which may lead to improvements in the day-to-day running of the school and to take responsibility for personal professional development.
- To maintain a professional portfolio of evidence to support the Appraisal process.
- To be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy.
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Headteacher.
- Support the aims and ethos of the school as identified in the staff handbook.
- Promote and model good relationships with students, colleagues, parents and visitors.
- Set a good example in terms of dress, punctuality and attendance.

Additional duties and tasks will be negotiated and agreed at the time of appointment and/or appraisal review at the direction of the Headteacher.

This Job Description is current at the date shown but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary and job title. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The post-holder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Newham's Equal Opportunities Policies, Plashet EDI Policy and Staff Code of Conduct.