JOB DESCRIPTION: Cover Supervisor

PURPOSE:	Providing cover for absent teachers in accordance with the school policy, supervising students and undertaking administrative tasks.
RESPONSIBLE TO:	Cover Co-ordinator
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	NJC 22 pro rata
WORKING TIME:	4 days a week (or 5 days by negotiation) term time only

MAIN DUTIES

- Supervise classes as required
- Collect details and materials for learning which have been left for the class being supervised
- Distribute the materials and provide the necessary explanation of the task(s) set
- Follow the school's Behaviour for Learning policy in order to maintain good order and discipline in the classroom
- Respond to any questions from students about process and procedures
- Collect in all work at the end of the lesson and ensure its proper return to the appropriate teacher, ensuring classroom is left as found
- Dismiss the class in an orderly manner according to school expectations
- Be aware of and comply with policies and procedures relating to child protection and safeguarding, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Where supervisory work does not require active participation (either in the classroom or on occasions when cover is not required), to undertake administrative tasks under the direction of the Cover Co-ordinator or a member of the SLT.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subject's personal information.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Cover Supervisor

- Experience of working with children and young people in the 11-18 age range
- Competent uses of ICT and willingness/capability to learn to use the school's Information Management System
- Calm under pressure
- Ability to manage students in a classroom setting
- Ability to work with own initiative without supervision.