

Swavesey Village College - JOB DESCRIPTION

POST TITLE:	Cover Supervisor
GRADE:	Level 3
HOURS OF WORK:	32.5 hours per week (full-time) Term time only less 2 weeks in September 8.30 am to 3.30 pm (Mon-Fri) with 35 minute lunch break
RESPONSIBLE TO:	Assistant Head Staff [<i>member of SLT responsible for Cover</i>] Via Cover Manager Louise Baker

PURPOSE OF THE JOB:

- *To supervise classes across the curriculum (KS3 & KS4) in following a programme of study during the short-term absence of their class teacher.*
- *Contribute to raising standards by providing support to departments and the whole school.*

MAIN RESPONSIBILITIES:

1. Cover Supervision

- Under the direction of the [*Assistant Head Staff via the Cover Manager*] supervise pupils in class during the absence of their class teacher.
- Attend morning Staff Briefings.
- Take class registers, as and when appropriate.
- Liaise with Departments, where possible, to ensure that instructions are clarified.
- Liaise with Teaching Assistants regarding individual pupils being supported in class.
- Administer clear instructions to the class, based on the detailed work set, and actively supervise pupils as they carry out the instructions.
- Inform the class teacher of any non-participation by individual pupils.
- Provide feedback to teacher on work set for covered lessons.
- Provide feedback on learning activities and contribute to school review and development planning.
- Contribute to behaviour management within the school, in accordance with the school's Behaviour Policy.

2. Support for Departments

- Under the direction of the Cover Manager, support departments with the preparation of resources, classroom displays, filing etc.
- Support the Student Support Assistants in the running of the House Areas.

3. Support for the School

- Attend and actively participate in appropriate Staff Meetings.
- Contribute to the maintenance of a safe and healthy environment including display work.
- Contribute and participate in school events and activities.
- Develop and maintain effective working relationships with other staff and students.
- Undertake some general administration support duties as and when available according to skill set.

4. *The postholder also has an implicit duty to promote the welfare and safeguarding of all children and young people.*

The job description is subject to review and may be changed following consultation with post holder.

It is expected that the post holder will attend appropriate and relevant training courses which will enhance the performance of the post holder as required by the College, at the College's expense.