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| Name: | | Date Drafted: | SUMMER 2017 |
| | | Date Reviewed: | |
| JOB DESCRIPTION | |  | |
| <p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at The Northworthy Trust. It is not intended to be a comprehensive listing of every task that an employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.</p> | | | |
| MANAGEMENT DETAILS | | | |
| Job Title: | | CLASS COVER SUPERVISOR | |
| Salary: | | SCLAE 4, POINT 18-21 | |
| Reporting to: | | GOVERNING BODY VIA THE HEADTEACHER | |
| Line Manager: | | ASSISTANT HEADTEACHER | |
| Directly Supervised Posts: | | NONE | |
| Indirectly Supervised Posts: | | LEARNING SUPPORT STAFF IN LESSON | |
| Employee Signature and Date: | | | |
| Line Manager Signature and Date: | | | |
| DUTIES OF ALL EMPLOYEES | | | |
| <ol style="list-style-type: none"> 1. Commit to safeguarding and promoting the welfare of children. 2. Be subject to DBS checks as required by the School. 3. To understand and comply with the school's Equal Opportunities Policy. 4. To participate in the Performance Management Programme. 5. To follow the school's policy with regards to Data Protection and Freedom of Information. 6. To maintain confidentiality of school business. 7. To comply with the requirements of Health and Safety, other relevant legislation and school documentation. 8. Be aware of, uphold and contribute towards the development of the school's policies and procedures. 9. Take an active part in appraising own work against agreed priorities and targets in accordance with the school's performance and supervision arrangements. 10. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once per two years and may be subject to modification or amendment at any time after consultation with the postholder. | | | |
| DUTIES SPECIFIC TO THIS POST | | | |
| <ol style="list-style-type: none"> 1. To deliver pre-planned programmes of work to groups of pupils during periods of short term absence of teaching staff (work for lessons will be supplied) and responding to any questions from students regarding process and procedures. Collecting any completed work at the end of the lesson and returning this to the appropriate member of staff. 2. To assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies and reporting back as appropriate. 3. Deal with any immediate problems or emergencies according to the school's policies and procedures. 4. Establish productive working relationships with pupils, acting as a role model and setting high expectations. 5. Promote the inclusion and acceptance of all pupils within the classroom and school. 6. Ensure the health, safety and welfare of pupils is maintained at all times. 7. Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support pupils' learning and progress. 8. Liaise with teachers and other relevant professionals regarding the work set for a class. 9. Communicate the work set by the class teacher to the pupils and ensure that pupils are aware of the teacher's expectations during the course of the lesson with regard to task completion. | | | |

10. Motivate pupils to complete tasks set by the class teacher and encourage pupils to interact and work co-operatively with others to ensure all pupils are engaged on the set task.
11. Provide comfort and immediate care in case of minor accidents and report serious incidents to the appropriate person for action, in accordance with the school's guidance, policies and procedures.
12. Accompany teaching staff and pupils on educational visits.
13. Contribute to the overall ethos, aims and work of the school.
14. Be aware of, uphold and contribute towards the development of the school's policies and procedures.
15. Participate in appropriate school-based meetings and training activities.
16. Undertake any administrative duties relevant and appropriate to this post.
17. On occasions when no cover is required, support staff and students in the classroom or the Student Support Centre as directed.
18. To provide support for teachers in delivering intervention strategies (e.g. numeracy/literacy/ SEN) as required.
19. To assist in preparation of lesson material if required.
20. To invigilate tests/exams.
21. To support Cover Officer at time of exams.
22. To undertake break and lunch time duties as per duty schedule.
23. To minute meetings as required by departments.
24. To undertake appropriate administration tasks, including taking the tutor group registrations.
25. Liaising as necessary with teaching and support staff.
26. To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.