

## Job Description – Cover Supervisor

<b>Job Title</b>	Cover Supervisor
<b>Grade</b>	3 (to mid point 6-11)
<b>Reports to</b>	Cover Manager/Assistant Headteacher
<b>Liaison with</b>	Teaching staff, support staff, Headteacher, students.
<b>Job Purpose</b>	<p>To supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task.</p> <p>Cover Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).</p> <p>Cover Supervisors will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.</p> <p>Cover supervisors, if not required for cover, will undertake Learning Support duties supporting students as directed by the SENCO</p>
<b>Principal Accountabilities</b>	<p>Supervise students engaged in learning activities</p> <p>Provide objective and accurate feedback to the teacher on the conduct of the lesson</p>
<b>Duties</b>	<p><b>SUPPORT FOR STUDENTS</b></p> <ul style="list-style-type: none"> <li>• Act as a role model and set high expectations of conduct and behaviour</li> <li>• Promote the inclusion and acceptance of all students within the classroom</li> <li>• Keep students on task and respond to general queries</li> <li>• Support students as directed by SENCO</li> </ul> <p><b>SUPPORT FOR TEACHERS</b></p> <ul style="list-style-type: none"> <li>• Keep appropriate records as agreed with the teacher</li> <li>• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour</li> </ul>

	<p><b>SUPPORT FOR THE CURRICULUM</b></p> <ul style="list-style-type: none"> <li>• Support the use of ICT where appropriate</li> <li>• Make appropriate use of equipment and resources</li> </ul> <p><b>SUPPORT FOR THE SCHOOL</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.</li> <li>• Participate in training and other learning activities as required.</li> <li>• Attend relevant school meetings as required.</li> <li>• To respect confidentiality at all times.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop</li> <li>• Participate in training and other learning activities as required</li> <li>• Attend relevant school meetings as required</li> <li>• To respect confidentiality at all times</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>

	<p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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