PENSBY HIGH SCHOOL

JOB PROFILE - COVER SUPERVISOR

Responsible to:	Business Manager
Scale:	Band E
Hours:	30 hrs per week, 39 weeks per year, term time plus 5 days £19, 397 - £20, 350 actual
Job Purpose:	**To provide classroom supervision in the absence of teaching staff**

Organisation

- To undertake curriculum cover supervision on a day-to-day basis as required across the school.
- To deliver subject specific work set by Heads of Departments/Subject staff.
- To ensure guidelines for classroom supervision are carried out and students meet classroom expectations.
- To develop classroom management skills to ensure an appropriate and positive classroom atmosphere is maintained for effective learning.
- To act as a role model for pupils by demonstrating a professional approach both in the classroom and around the school.
- To participate in the wider life of the school so good relationships are developed with staff and pupils.
- To be responsible for the health and safety of students during cover lessons and follow procedures as required.
- Using the SIMS database, work in liaison with the appropriate staff to arrange for staff cover either internally or via outside agencies on a daily basis if and when required.

Monitoring

- To participate in school meetings as required.
- To monitor attendance and behaviour management using SIMS/Class charts for the lessons you have covered.
- To undertake staff duties for absent colleagues.
- To undertake training as required.
- To undertake either a departmental support assistant role or an administrative role during periods when not required for cover.
- To undertake examination invigilation as required.

General Responsibilities

- Have up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
- Displays commitment to the protection and safeguarding of children and young people.
- To carry out any other duties commensurate with the grading of the post as may be decided by the Headteacher.

All staff at Pensby are expected to take an active part in the safeguarding of students and the wider community and ensure that their behaviours reflect the expectations set out in the staff code of conduct.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.