

## Job Description

Langley School



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

**All candidates are obliged to disclose in their application details of convictions, cautions and any previous concerns raised in relation to Safeguarding issues. The school will assess such evidence and determine whether this presents an acceptable risk to safeguarding. If this presents an unacceptable risk then this will be a contra-indicator and the applicant will not be shortlisted.**

<b>Post Title</b>	Cover Supervisor	<b>Post No</b>	
<b>School</b>	Langley School		
<b>Salary Band/Range</b>	Band 'C'		
<b>Responsible to</b>	Headteacher		
<b>Location</b>	Langley School		
<b>DBS Check</b>	Enhanced		
<b>Special Conditions</b>	Term time only plus INSET days (39 weeks)		

### 1. Job Purpose

To supervise classes and provide short term cover for absent teaching colleagues  
To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

### 2. Key Responsibilities

#### 2.1 Main Duties

- take a register of students attending lessons;
- ensure that appropriate set work is undertaken;
- ensure an appropriate learning environment in the classroom;
- where possible, liaise with teachers about the cover work before and after the lesson;
- provide students with appropriate resources for learning;
- help students with reading, writing and organisation, as appropriate;
- working within the behaviour policy, anticipate and manage behaviour constructively, promoting self-control, independence and self-reliance;
- ensure the health and safety of all students in the classes supervised;
- use specialist [curricular/training] skills and experience to support students and provide positive feedback
- establish productive working relationships with students, acting as a role model and setting high expectations;
- promote the inclusion and access of all students within the classroom
- support students consistently whilst recognising and responding to their individual needs
  
- encourage students to interact and work co-operatively with others and engage in all activities
- champion positive values, attitudes and good student behaviour, dealing promptly with incidents in line with established policy and encouraging students to take responsibility for their own behaviour

	<ul style="list-style-type: none"> <li>▪ support the use of ICT in learning activities and develop students' competence and independence in its use.</li> <li>▪ To support pupils with Catch Up Intervention in the Library where no cover is required elsewhere</li> </ul> <p>Additionally, Cover Supervisors may be asked to assist or support a qualified teacher as follows:</p> <ul style="list-style-type: none"> <li>▪ help with preparation of displays around the school;</li> <li>▪ support teachers in the administration involved in monitoring and assessing students' progress;</li> <li>▪ support teachers in dealing with student behaviour through liaison and feedback;</li> <li>▪ supervise students on school visits, trips and out of school activities, as required;</li> <li>▪ contribute to the report-writing process;</li> <li>▪ contribute to the planning of work.</li> </ul> <p><b>Note:</b> Should no cover be required on a particular day, a Cover Supervisor could be deployed to undertake general administrative or other appropriate tasks within a Department or the office area.</p>
<b>2.2</b>	<b>People</b>
	No responsibility for other staff.
<b>2.3</b>	<b>Safeguarding</b>
	Langley School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
<b>2.4</b>	<b>Financial</b>
	The postholder may handle small amounts of cash, cheques or equivalent for school activities, school trips and fund raising events.
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	The post holder is responsible for the security and accuracy of the information which they access and process in carrying out their role. The post holder is responsible for the appropriate use of the resources for student use required to undertake their role.
<b>2.6</b>	<b>Health &amp; Safety</b>
	Health and safety laws require all employees to help the School maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis. All duties and responsibilities must be carried out in line with the School's Health and Safety Policy and any local safety procedures.
<b>2.7</b>	<b>Policies &amp; Procedures</b>
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3.</b>	<b>Other Conditions</b>
<b>3.1</b>	<b>Mobility</b>

		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	<b>3.2</b>	<b>Equal Opportunities</b>
		Langley School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	<b>3.3</b>	<b>Variations to Job Descriptions</b>
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	<b>3.4</b>	<b>Training and Development</b>
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

<b>Compiled/Reviewed by:</b>	CTH / DEV
<b>Date:</b>	February 2023

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continue employment for any employee who develops a disabling condition.

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

Signed:	
Name:	
Date:	