



RIDGEWOOD SCHOOL

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| TITLE: | Cover Supervisor |
| GRADE: | G6 (SCP 6-11) |
| RESPONSIBLE TO: | Assistant Headteacher with responsibility for staff cover via the Cover team under the line management arrangements of the school |
| PURPOSE OF THE POST: | <p>Supervision of classes in the absence of the subject teacher on a short-term basis.</p> <p>Delivering pre-planned lessons to pupils under an agreed system of supervision adjusting activities according to pupils' needs and responses.</p> <p>To promote the aims and objectives of our school and maintain its philosophy of education, ensuring the promotion and safeguarding of the welfare of our students within school.</p> |

DUTIES AND RESPONSIBILITIES/KEY TASKS:

1. To provide students with necessary resources for their learning.
2. To answer students' queries regarding the instructions left by the subject teacher.
3. Produce lessons/work plans/worksheets as directed.
4. To register and record student attendance in lessons.
5. To ensure classes enter and exit classrooms in an orderly fashion, following established School Protocols and systems.
6. To ensure classrooms are left tidy and ready for the next lesson after dismissing the class.
7. To liaise with Heads of Departments to answer queries about work set by the subject teacher when appropriate, and without leaving students unsupervised.
8. Support pupils/staff in allocated department(s) as required by Head of Department.
9. To invigilate examinations and tests as and when required.
10. To discipline pupils within the policies and practices of the department and the school. Training will be given to ensure all Cover Supervisors know how to use the school discipline system.
11. Provide addition support within the behaviour team through supervision of On Call and whole school duties.
12. To assist with school technician duties as required.
13. To participate in personal annual review process.
14. To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
15. To co-operate with the employer on all issues to do with Health, Safety and Welfare.
16. To undertake such other reasonable tasks that the Headteacher may from time to time reasonably request.
17. To undertake appropriate training if required.

Hours of work to be 37 hours per week, term time only + 20 days. Daily hours to cover the school working day.

All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period.

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.