

Job Description

Post Title:	Cover Supervisor
Location:	The Norwood School
Purpose:	<ul style="list-style-type: none"> ● To teach lessons across all key stages and subjects during short term absence of teachers. The cover supervisor will ensure the good behaviour of students and make sure the students are engaged in the learning activity. ● The post holder will be required to respond to students' general questions and provide feedback to the class teacher on issues such as behaviour and attitude to learning, but will not be expected to undertake any planning, preparation or assessment of students' progress and development. ● Cover supervisors will be subject to general supervision and will act under the professional direction of teachers.
Reporting to:	The Cover Manager
Liaising with:	The Cover Manager or the SLT in the absence of the Cover Manager, Head of Department/Faculty with regard to curriculum matters, Head of Year with regard to pastoral care of pupils
Salary	NJC 5 (£33,291 - £34,779) pro rata, per annum
Hours	30.8 hours per week, 39 weeks per year (Term Time Only + INSET) 8:30am – 3:30pm
Main duties and responsibilities	<ul style="list-style-type: none"> ● Set high standards and expectations to ensure good behaviour is maintained ● Give clear instructions for the lesson provided by the teacher ensuring that learning outcomes are achieved ● Complete the class register ● Ensure students sit according to the provided seating plan ● Monitor and manage the students' behaviour whilst in the classroom within the guidelines of the schools' behaviour policy, using behaviour management systems/routines ● Record positive and negative behaviour comments on Class Charts ● Be aware of and comply with policies and procedures related to Child Protection, equal opportunities GDPR, reporting any concerns regarding student welfare via the appropriate channels ● Liaise with the subject teacher regarding return of work, follow ups etc. ● Support the school by undertaking LSA duties when no cover is required ● Assume the role of tutor when required ● To support students, as directed, for periods with no cover if required.
Additional Duties	<ul style="list-style-type: none"> ● To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and pupils to follow this example ● To actively promote the schools' policies ● To continue personal development ● To comply with the school's Health and Safety policy and undertake risk assessments ● To carry out supervisory duties in accordance with the school's published information ● To inform the school when you are absent from work and to set work for the classes which will require cover ● To undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Faculty/School

This job description is not necessarily a comprehensive definition. It will be reviewed annually.

Signed:

Date: