

**Job Description**

**Casual Cover Supervisor**

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| **Post Title:** |  | **Casual Cover Supervisor** |
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| **Purpose:** |  | To supervise the completion of cover work set to whole classes during the short-term absence of teaching staff and supervise students in the Reflection Room. |
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| **Reporting to:** |  | Exams & Cover Officer |
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| **Working Time:** |  | Ad-hoc hours. Monday to Friday during term-time only. |
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| **Salary/Grade:** |  | £10.21 to £11.27 per hour (NJC points 6 to 11) dependent on experience. |
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| **Disclosure level** |  | Enhanced |
| **MAIN (CORE) DUTIES** | | |
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| **Operational** |  | * Supervise the work of whole classes setting work previously prepared by their class/subject teacher. * Supervise the work of students attending the Reflection Room * Register and record pupil attendance in lessons and during registration time. * Explain key concepts/knowledge and answer pupil queries about process and procedures relating to the lesson and the work set. * Manage the behaviour of pupils to ensure a constructive learning environment. * Deal with any immediate problems or emergencies according to school policies and procedures * Collect completed work after the lesson and return it to the appropriate teacher * Report back to Examinations Officer and/or the class teacher about the behaviour and conduct of pupils during the class * Set homework previously prepared by the teacher * Administer class tests |
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| **Additional Duties** |  | * Promote, reinforce and model the school’s commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone’s responsibility. * Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example * Promote actively the school’s corporate policies * Continue personal professional development as agreed including attending training sessions or training courses even when these may be outside duty days * Undertake other responsibilities as determined by the Headteacher, following consultation |

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| **Other Specific Duties:**  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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 continued employment for any employee who develops a disabling condition.  A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder. |
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