

JOB DESCRIPTION

COVER SUPERVISOR

30.83 hours per week /38 weeks per year (Term Time Only)

Scale 7 Point 19 to 24

Responsible to: Headteacher
Assistant Headteacher
Cover Manager

Responsible for: Responsible for supervising whole classes during short-term absence of teachers

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| <p>Main purpose of the job:</p> | <ul style="list-style-type: none"> • To supervise whole classes during the short-term absence of teachers. • Give instructions for the lesson as provided by the teacher and the primary focus of the role will be to maintain good order and to keep pupils on task. • Respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development). • Not subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers. |
| <p>Main Responsibilities:</p> | <p>Supporting the Pupil</p> <ul style="list-style-type: none"> • Supervise pupils engaged in learning activities. • Act as a role model and set high expectations of conduct and behaviour. • Promote the inclusion and acceptance of all pupils within the classroom. • Keep pupils on task and respond to general queries. <p>Supporting the Teacher</p> <ul style="list-style-type: none"> • Provide objective and accurate feedback to the teacher on the conduct of the lesson. • Keep appropriate records as agreed with the teacher. • Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. <p>Supporting the Curriculum</p> <ul style="list-style-type: none"> • Support the use of ICT where appropriate. • Make appropriate use of equipment and resources. <p>Supporting the School</p> <ul style="list-style-type: none"> • Be aware of and comply with policies and procedures |

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| | <p>relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</p> <ul style="list-style-type: none"> • Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop. • Participate in training and other learning activities as required. • Attend relevant school meetings as required • To respect confidentiality at all times. |
| Cover Duties | <p>On days when on cover duty:</p> <ul style="list-style-type: none"> • To inform pupils of work set. • To supervise the safe completion of cover work etc. • To liaise with Head of Department/Class teacher to monitor any issues that arise from pupils and/or lessons. • To liaise with Cover Manager over any issues or problems. |

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular 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 definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by: (Postholder)

.....(Postholder – Print Name)

And:(Headteacher)

Date:

Updated Oct 22

