



JOB DESCRIPTION

Job Title	Cover Supervisor
Grade	Scale 5, point 12 – 16
Hours	32.5 hours per week 45.26 weeks per year
Responsible to:	Senior Cover Supervisor

Job Purpose

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing lesson plans and / or schemes of learning, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures.

Main Responsibilities

Support for Pupils

- To support pupils by responding to their individual needs and promote the inclusion and acceptance of all pupils in the classroom.
- To provide feedback to pupils in relation to progress and achievement.
- To carry out work of Teaching Assistant if not required to provide cover for a lesson.
- To be a member of a year team and have shared responsibility with a teacher for a tutor group if required.

Support for the Teacher

- Under the agreed system of supervision, during the short-term absence of the classroom teacher, to supervise pupils undertaking work which has been set in accordance with the school policy.
- To manage pupil behaviour and deal promptly with conflict and incidents in line with established school policy.
- To deal with any immediate problems or emergencies, in the absence of the teacher, according to the school's policies and procedures.

- To monitor and evaluate pupils' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- To liaise sensitively and effectively with parents/carers as agreed with the teacher.
- To undertake activities as directed by the teacher, with whole classes, individuals or small groups of pupils.

Support for the Curriculum

- To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- To demonstrate creativity in assisting with the practical resourcing of the classroom.

Support for the School

- To follow the school policy documents and schemes of work and keep updated with school and National curriculum documentation.
- To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests.
- Under teacher's overall control, accept shared responsibility for the creation of a safe environment for pupils' within and outside the classroom and comply with the appropriate policies and procedures, reporting all concerns to an appropriate person.
- Under the supervision of the head Teacher or other designated teachers, to invigilate internal and external examinations.
- To administer, assess and mark tests.
- To be a member of break and lunch duty teams and, in negotiation with line manager.
- To attend and participate in regular meetings and participate in training and other learning activities as required.

Welfare and other duties

- To undertake planned supervision of pupils' out of school hours learning activities and supervise pupils on visits and trips.
- To undertake first aid training and be a named first-aider if required to be so.
- To assist in training and development of other Support Assistants as required and as appropriate.
- To promote and implement the school's equal opportunities policies in all aspects of employment and service delivery.
- To undertake any other tasks as directed by the Head teacher commensurate with the grading of the post.

Other requirements:

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.

School Vision and Ethos – Encourage, Challenge, Succeed

For Heathcote School staff in general:

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
2. To actively support the school's school improvement priorities
3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. Checking emails on a daily basis to keep up to date with issues communicated within the school.
7. To provide cover for any member of the administration team in accordance with school priorities
8. To participate in appraisal reviews, in line with school policy.
9. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
10. To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
11. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
12. To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
13. To adhere to the Whistleblowing Policy

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines

- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally

CONFIRMATION OF JOB DESCRIPTION

POST: **Cover Supervisor**

NAME:

I confirm that I have read this job description and person specifications

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signed.....
(Teacher)

Date

