

## **JOB DESCRIPTION**

**Job Title:** Cover Supervisor

**Grade:** Scale 5

**Responsible to:** Vice Principal

**Job Purpose:** To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures

---

### **1 Job Purpose**

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

### **Key Internal Contacts**

- Vice Principal
- Teachers
- Pupils

### **2 Major Tasks, Duties and Responsibilities**

**The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time**

#### **A) General**

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

- To monitor and evaluate students' 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 students' 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 students

#### **B) Classroom Organisation**

- To be responsible for the organization, 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

#### **C) Student Support**

- To support students by responding to their individual needs and promote the inclusion and acceptance of all students in the classroom
- To provide feedback to students in relation to progress and achievement
- To carry out work with the learning support 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

#### **D) School Support**

- To follow the school policy documents and schemes of work and keep updated with the school and national curriculum documentation
- To support teachers in selecting and preparing teaching resources that meet students' needs and interests
- Under supervision, accept shared responsibility for the creation of a safe environment for students' 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, library covers in negotiation with line manager
- To attend and participate in regular meetings and participate in training and other learning activities as required
- To run breakfast club before school or homework club after school

#### **E) Welfare and other duties**

- To undertake planned supervision of students' out of school hours learning activities and supervise students 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

- A commitment to safeguarding and promoting welfare of children and young adults
- The probationary period for this post is 6 months

### **3 Other requirements:**

- To have an up-to-date Enhanced DBS check
  - ***Promote and ensure the health and safety and good behavior of pupils at all times.***
- 

#### **Disclosure and Barring Service**

This post will result in you having unsupervised contact with children as detailed in Protection Freedom Act 2012. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service check. Further information about Disclosure and Barring Service and the Trust approach to recruiting is available at [www.eet.org](http://www.eet.org)