**Cover Supervisor**

**GRADE:**

**RESPONSIBLE TO:** Cover Manager

**PATTERN:** Full time

**CONTRACT:** Permanent

**Key Purpose**

To supervise students during the absence of a teacher and ensure that students carry out a prepared lesson, maintain good order, keep students on task, responding to questions and assisting them to undertake the set activities.

The role will be but not limited to the following responsibilities:

**Area of Responsibility**

* Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy
* Manage the behaviour of students in line with the behaviour policy whilst they are undertaking this work to ensure a constructive and purposeful environment
* Act on any immediate problems or emergencies according to the school’s policies and procedures
* Report back to the teacher as appropriate on the behaviour of students during the class, and any is-sues arising
* Keep appropriate records to enable objective and accurate feedback to the teacher including com-pleted work passed onto appropriate teacher
* Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc., as required
* Accompany staff and students on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser
* Support students with SEN needs during the lesson referring to Student Passports as necessary
* Maintain accurate records relating to personal availability.
* Support the Assistant principal who line manages cover in the absence of the cover manager and work together to ensure cover is arranged
* Undertaking Teaching Assistant or Administrative Assistant when not undertaking cover supervision.
* Assist with administrative tasks to support the school & attend regular department meetings
* Understand and adhere to KCSIE part 1, Identify and report concerns in line with the Child Protection and Safeguarding policy
* Willing to undertake all relevant training appropriate to the role

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.