

**School:** Thorpe St Andrew School and Sixth Form

**Job Title:** Cover Supervisor

**Grade:** Scale E

**Contracted Hours:** 32.5 Hours Per Week - Term Time Plus One Week

**Responsible to:** Cover Manager

### **PURPOSE AND SCOPE**

- To provide cover for teaching staff to enable teachers to carry out their professional duties, training and development and to provide cover for short term absences.
- To enable the more effective use of supply cover. To minimise the disruption caused by teacher absence upon the continuity of the education of students.

### **ORGANISATION RELATIONSHIPS**

- To work under the direction of the class teacher or Curriculum Leader when supervising lessons.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

#### **Support for Students**

##### ○ Classroom Cover

- Under the professional direction of the teacher to implement set work, monitor students and report on progress and any other relevant issues, usually in the following circumstances:

- To provide non-contact release for teachers
- For absences due to:
  - short term sickness
  - professional development
  - performance management
  - parent meetings
  - other agreed absences.

##### ○ Examination Supervision

To provide support and assistance to teaching staff in examination supervision for larger groups.

##### ○ Accompanying School Trips

Under the direction of the lead teacher, to accompany groups of students on school trips and to ensure the health and safety of those students.

##### ○ Technical / Administrative Duties

To assist, where necessary, in departments with technician and / or administrative duties.

## **GENERAL DUTIES AND RESPONSIBILITIES**

### Staff Training Days

- 2/3 days to be taken as full days with Teaching Staff and 2/3 days to be disaggregated to (1) support school events (2) independent work or (3) CDP throughout the year as twilights as directed by Line Manager.
- Cover general enquiries during holidays when in school.
- Respect confidential issues linked to home/students/teachers school work and to keep confidence as appropriate.
- Keep up to date with the Trust's procedures for safeguarding and child protection, reporting and concerns to a Designated Safeguarding Lead.
- Undertake any other duties which are within the scope of the post, as determined by the Principal, to meet the needs of the school.

## **APPRAISAL**

All employees will participate in the Trust's arrangements for appraisal, professional development and any other arrangements for quality assurance and internal verification.

It is the Trust's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

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

Employees are expected:

- to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- to have a flexible approach to work and be willing to work outside of the normal working day, as required, to meet the needs of the role and school.
- to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The Trust is committed to promoting a diverse and inclusive community and a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and services to support staff from different backgrounds.