

## Oakgrove School

JOB TITLE:	Cover Supervisor
DEPARTMENT:	Cover
RESPONSIBLE TO:	Cover Manager HR Manager
GRADE:	5
CONTRACTED HOURS:	37
CONTRACTED WEEKS:	39 (Term Time plus Inset Days)

### **JOB PURPOSE**

To provide a cover service for absent teachers, supervising classes/groups of students and ensuring that they carry out the work tasks set by the teacher with designated responsibility.

### **PRINCIPAL RESPONSIBILITIES**

- Ensuring that students carry out curriculum tasks set by the teacher and assist students in understanding the nature of these tasks in order to minimise the effect of the teacher's absence upon the students' learning.
- Keep the learning environment secure and endeavour to leave classrooms as found.
- To carry out regular observations of Cover Supervisors and feedback accordingly.
- Attend and participate in meetings as required.
- To assist in other areas such as our internal exclusion room, 1<sup>st</sup> Call, student services and clubs as required.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Established productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students in the classroom.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Supervise students on visits and trips and out of school activities as required.
- Assist in the supervision of students out of lesson times eg, extra curricular and during lunchtimes.
- Support the use of ICT and learning activities and develop students' competence and independence in its use.
- Provide general clerical/admin support eg, administer coursework, produce worksheets for agreed activities etc.
- Using Microsoft Office programs (Word, Excel, PowerPoint) to support the production of resources (training provided if required).
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.

### **All Trust employees are also expected to:**

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of students at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of the school.

**Conditions of Service**

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust must be reported to the Headteacher.

Kingsbridge Educational Trust and Oakgrove School are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

I am in agreement with this job description, dated \_\_\_\_\_

Signed by Post Holder: \_\_\_\_\_

Signed by Line Manager: \_\_\_\_\_