



Cover Supervisor Job Description

Grade: H5

Purpose of Post:

To supervise whole class tasks during the short-term absence of the assigned teacher.

1. KEY RESPONSIBILITIES

Duties

- Supervise activities and self-directed learning in the short-term planned/unplanned absence of teachers to provide continuity of learning for pupils.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Respond to any questions from pupils about process and procedures.
- Deal with any immediate problems or emergencies according to the school's policies and procedures, when possible.
- Collect completed work after the lesson and pass to the appropriate teacher.
- Report as appropriate using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.
- Cover for the absence of Teaching Assistants.
- When not engaged in cover of teachers or Teaching Assistants, proactively seek CPD opportunities, prepare resources for emergency cover, read plans for next session, mark work from previous session.

Equalities

- Be aware of and support difference, ensuring that pupils have equality of access to opportunities to learn and develop.

Health & Safety

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; report all concerns to an appropriate person.

Disclosure and Barring Service

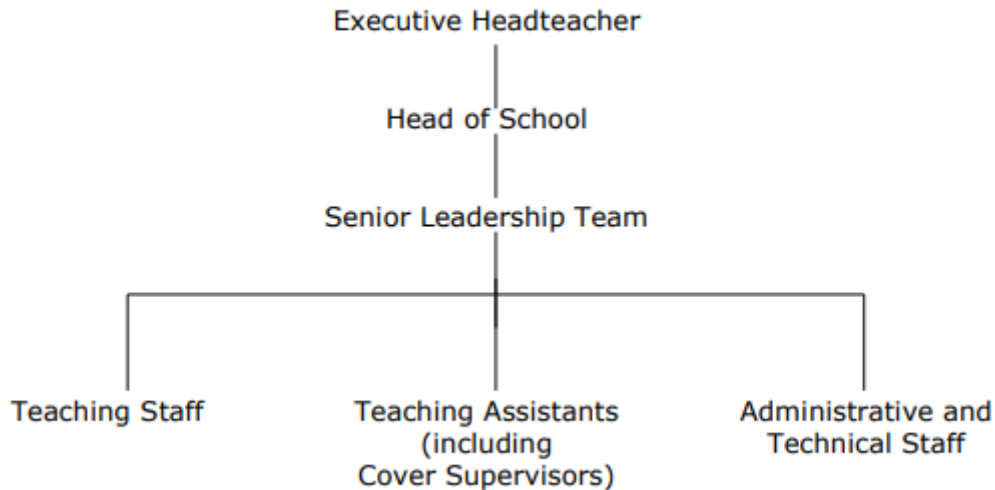
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service.

Additional Information

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

ORGANISATION CHART



2. SUPERVISION

- The jobholder is managed by a member of the school's senior leadership team. The frequency of meetings is determined by the school's performance management policies and practice. Performance management of the job holder is undertaken by a member of the Senior Leadership Team.
- No supervision of staff.

3. JOB CONTEXT

- The job is to provide cover for whole classes during the short-term absence of a teacher. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting or to allow time for planning, preparation or assessment. The Headteacher's professional judgement will determine the deployment of a Cover Supervisor.
- The classroom Teaching Assistant or another Teaching Assistant may be available to support learning if required.

4. CONTACTS

- The jobholder works directly with teachers and pupils and has routine and regular contact with parents and carers and with external agencies (such as the Education Welfare Service).

5. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with children of the relevant age.
- Maths and English skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English.
- Understanding of the curricular requirements of the school, these to include statutory requirements.
- Competence in the use of ICT to support teaching and learning.
- Ability to work with a minimum of supervision and within a team.
- Ability to manage pupils in a classroom setting.

6. TIMES

- 8.45am – 4.30 pm daily, with 1 hour for lunch within this period.
- Term time only.
- The jobholder may be asked to attend CPD opportunities outside usual working hours, e.g. (INSET day). Overtime will be paid on these occasions.