

Shefford Lower School
Central Bedfordshire Council

Job Description

Job Title: Cover Supervisor (NJC Level 3A points 5 – 7)

Responsible To: Headteacher/Senior Leadership Team

Job Purpose: To cover in the absence of a teacher by supervising pupils who are carrying out work set by the teacher in advance.

(N.B. The DfES guidance on cover supervision, endorsed by all the signatories of the Workforce Agreement, states that “cover supervision occurs when there is no active teaching taking place... pupils would continue their learning by carrying out a pre-prepared exercise under supervision. Cover supervision should only be used for short term absences”.)

Main duties and responsibilities:

1. To supervise pupils in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for pupils.
2. To ensure that the work set by the teacher is carried out in accordance with the school’s strategy. To check that pupils have appropriate equipment and materials to enable them to complete the tasks set and answering pupils’ questions about process and procedures.
3. To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school’s behaviour management policy is adhered to.
4. To deal with any emergencies or problems which occur, in line with the school’s policies and procedures.
5. To ensure that completed work is collected at the end of the lesson and returned to the teacher.
6. To report to the teacher after the lesson, in accordance with the school’s agreed referral procedures on any issues arising, including the behaviour of pupils.
7. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the headteacher.

8. To attend staff meetings, participate in performance management arrangements and undertaking training and development as required.
9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
10. To undertake tasks of a similar nature and level, as directed by the headteacher.
11. To support the extended curriculum by running clubs and attending trips promoting positive behaviour and wellbeing.
12. To promote positive play and role model games on the playground as required.