Job Description

Job Title	Cover Supervisors (Casual)
Salary	Essex 2024 Scale 4, Point 7-8 £13.26 per hour plus holiday pay
Reports to	Office Manager, Deputy Headteacher
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	To cover lessons of absent colleagues, and to support learning in line with the school curriculum, codes of practice and school policies and procedures. The post is by casual arrangement and the post-holder will need to be available on a flexible basis, to meet the needs of the school operations.
Principal Accountabilities	Covering lessons Curriculum technician work Administrative tasks
Duties	• To cover lessons for absent colleagues, ensuring work is completed and feedback is given to the teacher. Lessons can be "taught" or supervised depending on content and confidence. • To undertake registration (am and pm) carrying out any tutor time tasks as required • To attend assemblies as required • To establish positive relationships with the pupils being covered. • To promote positive pupil behaviour in line with school. • To monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher. • To assist with escorting pupils on educational visits. • To undertake curriculum technician work as required, updating displays, replenishing AfL boxes and supporting classroom teachers with the creation of resources. • To undertake administration work as required in the school office, reprographics or exams office. • To act as an invigilator for examinations as required. • To understand and apply school policies in relation to health, safety and welfare. • To attend relevant training and take responsibility for own development. • To respect confidentiality at all times. • To keep up to date with safeguarding requirements and policies. • To understand and apply school policies in relation to health, safety and welfare
General	The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out the appropriate duties within the context of the job, skills and grade.