



Job Description:

Post: **Cover Supervisor**

Contract type: **Permanent, 30 hours per week, term time only**

Scale: **NJC Grade 6, points 8 - 13, (£20,852 - £23,023 pro rata)**
pay award pending

Commences: January 2023 or sooner if available

Responsible to: **Cover Manager**

Main purpose

The key function of the role is to cover lessons for teaching staff in their absence. However, we do not expect the Cover Supervisor to cover long periods of absence. When not covering lessons the Cover Supervisor will be expected to engage in activities as detailed below.

Duties and responsibilities

Key Tasks

To take responsibility for groups or classes of students in the short-term absence of their usual teacher.

In this context, the Cover Supervisor will be responsible for:

- registering attendance
- supervising work that has been set in accordance with school policy
- making sure all students are focused and on track to meeting the lesson objectives
- liaising with teaching staff with regard to work set for a class;
- managing the behaviour of students to ensure a constructive environment whilst undertaking work;
- responding to any questions from students about process and procedure;
- dealing with any immediate problems or emergencies in accordance with the school's policies and procedures;
- collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader;
- reporting back, as appropriate, on the progress and behaviour of students during the class, and any other issues arising;
- To cover a 'duty' as part of the school's duty system (including break and lunch).
- To report any safeguarding concerns to the DSL
- To check the briefing notes each morning; to read out messages to tutees using the student briefing notes.

Other Duties and Expectations

- To take part in whole school INSET activities to enhance job effectiveness.
- To accompany students on trips, visits and other educational activities.

When demand for cover is low the cover supervisor would be expected to support general school administration .

For example

- Support the work of classroom teachers when not deployed directly covering a class (report to SWo - AHT for vulnerable learners)
- Support and contribute to the development of an "activity bank" of resources
- Support and contribute to the creation and maintenance of classroom displays.
- Invigilate internal and/or external examinations.
- There would be an opportunity to act as a First Aider, for which training will be provided.

Knowledge, Experience and Training

- Ability to manage whole groups of students within a classroom setting
- Experience of working with students of the relevant age
- Numeracy and literacy skills equivalent to GCSE Grade C in Maths and English
- Competence in the use of ICT to support teaching and learning
- Ability to work with a minimum of supervision and within a team
- An induction programme and ongoing professional development would be provided

Notes

This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.

The **Cover Supervisor** will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the **Cover Manager or Assistant Head Teacher**.

This job description may be amended at any time in consultation with the postholder.