



**JOB DESCRIPTION:** COVER SUPERVISOR  
**SALARY RANGE:** F (SCP 17-22)  
**WEEKS PER ANNUM:** TTO (SALARY PRO RATA)  
**RESPONSIBLE TO:** COVER MANAGER  
**RESPONSIBLE FOR:** N/A

**JOB PURPOSE:** To provide classroom supervision; administrative, organisational and information technology processes within the school; assist with classroom display and be involved in general supervision of students at lunchtime.

**COLLEGE VALUES:** The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT & RESPONSIBILITY.

**CORE RESPONSIBILITIES**

- To provide classroom supervision; administrative, organisational and information technology processes within the school; assist with classroom display and be involved in general supervision of students at lunchtime.

**COVER SUPERVISOR**

**LINE MANAGED BY:**

- Assistant Headteacher

**LINE MANAGER OF:**

N/A

**RESPONSIBILITIES (Teaching):**

- Provide classroom supervision in the absence of a teacher
- Communicate the work set by the teacher to the students
- Manage behaviour of students according to the College Behaviour Policy Guidelines
- Observe all Health and Safety and Safeguarding regulations
- Uphold the school's ethos, rules and regulations
- Assist with examination invigilation when necessary
- Accompany staff on school trips if required
- Assist with classroom display
- Be involved in general supervision of students at lunchtimes
- Extra-curricular and lunchtime clubs
- Administrative duties as required

**SPECIFIC RESPONSIBILITIES (Resources):**

- Operate relevant equipment relevant ICT packages
- Provide advice and guidance to staff, students and others

- Undertake research and obtain information to inform decisions
- Assist with marketing, ethos and promotion of the school

#### **SPECIFIC RESPONSIBILITIES (Whole School):**

- Comply with and assist the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with all staff, other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage students to follow this example
- To promote actively the college's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.

#### **LAST UPDATED**

October 2021

#### **GENERAL INFORMATION**

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Tameside LA, and College policies.

The post-holder is expected to be part of the whole-college staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.