

Edward Peake C of E (VC) Middle School

Headteacher: Miss Z Linington



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This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Job Title: COVER SUPERVISOR

1. Job Outline

a) Job Purpose

- 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. The headteacher's professional judgement will determine the deployment of a cover supervisor.

b) Duties

- Deliver work that has been set by a teacher.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a safe and 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.
- 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.

c) Equalities

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

d) Health and Safety

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

e) 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 appraisal 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 and to undertake any reasonable task, as directed by the Headteacher.**

2. Knowledge, Experience and Training

- Experience of working with children of the relevant age.
- Numeracy and literacy 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.

This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.

AGREED with the Headteacher

on.....

Headteacher.....

Postholder.....