



JOB TITLE: Cover Supervisor

REPORTS TO: Headteacher

SUPERVISES: Not Applicable

BAND: 4

JOB PURPOSE:

To provide high quality cover lessons, and enable effective use of resources, and high standards of learning and achievement for students, within an atmosphere in which students feel challenged, valued and secure. To manage and supervise pupil behaviour. To contribute to the maintenance of effective school administration.

KEY CORPORATE ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL ACCOUNTABILITIES

- To ensure that high quality teaching and learning takes place in all allocated classes.
- Supervising work that has been set in accordance with the school policy.

- Support the Curriculum Plan and learning programmes designed by the teacher.
- To provide support or help to students with their work.
- Responding to any questions from pupils about process and procedures.
- To ensure that cover lessons are conducted in an orderly manner, to manage behaviour so that students are on task and make good progress.
- To support and carry out policies and practices to promote positive student behaviour and achievement within the framework of a school behaviour policy
- Providing feedback to the classroom teacher on the pupil's progress against lesson plans, conduct of the lesson. Keeping pupil related records.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Attend meetings and training sessions as required.
- Provide additional support to teachers in classrooms, to carry out administrative tasks when not covering a class.
- Act as a role model, setting high expectations of conduct and behaviour.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Be involved in extra curricular activities, e.g. open days, presentation evenings.
- To undertake such other duties as reasonably required by the Headteacher.