



King Edward VI Grammar School, Chelmsford

JOB DESCRIPTION

TITLE:	Cover Supervisor
RECOMMENDED BAND:	3 (to mid point)
PURPOSE OF JOB:	To supervise whole classes during the short term absence of teachers. To supervise students engaged in learning activities and to provide objective and accurate feedback to the teacher on the conduct of the lesson.
RESPONSIBLE TO:	Line Manager, and through them the Headteacher

DUTIES & RESPONSIBILITIES:

The Cover Supervisor will work under the professional direction of their Line Manager, to give instructions for the lesson as provided in advance by a teacher and the primary focus of the role will be to maintain good order and to keep students on task. The Cover Supervisor will respond to general questions and provide general feedback to teachers, but will not be required to undertake "specified work" (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).

Support for Students:

- Act as a role model and set high expectations of conduct and behaviour.
- Promote the inclusion and acceptance of all students within the classroom.
- Keep students on task and respond to general queries.

Support for Teachers:

- Keep appropriate records as agreed with the teacher
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

Support for the Curriculum:

- Support the use of ICT where appropriate.
- Make appropriate use of equipment and resources.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required.
- To be aware of and respect confidentiality at all times.

General:

- The postholder will be required to participate in the Performance Management review process on an annual basis, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.
- To comply with individual responsibilities in accordance with the role, for health & safety in the workplace.
- Any other duties as may reasonably be requested of the postholder.