

### **Job Outline**

#### **Cover Supervisor**

Responsible to:	Deputy Head
Salary Grade:	LGS Scale 5
Full Time:	35 hours per week (8.00am–3.30pm), 39 weeks per year (38 weeks term time plus 1 week non pupil days)

The Colne Community School and College is an expanding school looking to increase the number of Cover Supervisors based on site. We are looking to recruit a confident and diligent Cover Supervisor to provide teaching support when teachers are unavailable.

#### Job Purpose

- To supervise whole classes during the short-term absence of teachers.

#### Core Requirements

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics and in particular will:

- Inspire trust and confidence in students and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.

#### Key Responsibilities

##### Support for Students

- Supervise students engaged in learning activities.
- 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 Teaching Staff

- Provide objective and accurate feedback to the teacher on the conduct of the lesson.
- 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 pupils 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 respect confidentiality at all times.

#### General

- To participate in the performance and development review process, 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.
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy.

The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence Policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the local governing committee to carry out appropriate duties within the context of the job, skills and grade.

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