



JOB DESCRIPTION

JOB TITLE: Cover Supervisor

RESPONSIBLE TO: Cover Manager

GRADE: NJC LGS Band 3 Midpoint

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

MAIN ACTIVITIES ATTRIBUTABLE TO PARTICULAR DUTIES:

SUPPORT FOR THE COVER TEAM

- Collation and organisation of cover work for teaching staff
- Ensuring external cover teachers understand cover work and are given all relevant information

SUPPORT FOR PUPILS

- Supervise pupils engaged in learning activities
- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all pupils within the classroom
- Keep pupils on task and respond to general queries

SUPPORT FOR TEACHERS

- 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 pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils 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 that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.