

JOB DESCRIPTION

Job Title	Cover Supervisor
Reports to	Cover Manager Senior Deputy Head – Safeguarding & Pastoral School Business Manager
Liaison with	Teaching staff, Support staff, Senior Leadership Team and Students.
Job Purpose	To supervise whole classes during the absence of class teachers giving instructions for the lesson as provided by the class teacher. The primary focus of the role will be to maintain good order and to keep students on task (including the delivery of cover for practical lessons e.g. PE).
Duties	<p>Specific Cover Supervisor Duties</p> <ul style="list-style-type: none"> • To administer cover lessons in consultation with the Head of Faculty / Head of Department, in line with work set by the class teacher and to maintain an acceptable learning environment where all the students are fully engaged and on task. • To carry out basic clerical tasks, including filing, word processing as appropriate during any free periods. <p>Support for Students</p> <ul style="list-style-type: none"> • To supervise students engaged in learning activities. • To act as a role model and set high expectations of conduct and behaviour. • To promote the inclusion and acceptance of all students within the classroom. <p>Support for Class Teachers</p> <ul style="list-style-type: none"> • To provide objective and accurate feedback to the class teacher or Head of Faculty on the conduct of the lesson as required. • To keep appropriate records as agreed including the statutory requirement to take registers. <p>Support for the School</p> <ul style="list-style-type: none"> • To 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 • To 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. • To attend relevant school meetings as required

<p>General</p>	<ul style="list-style-type: none"> • To demonstrate The King Edmund School values and promises 'In Pursuit of Excellence'. • To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body's expectations of all staff and volunteers • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • To respect confidentiality at all times. • To be familiar with the school's policies, procedures and working practices and adhere as appropriate. • To undertake any training and development commensurate with the post. • 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. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p> <p><i>Cover Supervisors will respond to general questions and provide general feedback to class teachers but will not be required to undertake 'specific work' (planning, preparation, assessment, recording and reporting of achievement, progress and development).</i></p> <p><i>Cover Supervisors will not therefore be subject to usual lesson observation procedures for teaching staff however they will be subject to a system of supervision as part of their Performance Management arrangements.</i></p>
-----------------------	--

Post Holder signature Date

Post Holder name (in capitals)..... Date.....

Headteacher signature Date

Please return a signed copy of your job description to the Headteacher for retaining in your personal file.