

Notley High School & Braintree Sixth Form
Notley Road, Braintree, Essex CM7 1WY
01376 556300

Job Description

Job Title:	Cover Supervisor
Responsible to:	Cover Manager
Pay Scale	Scale 5, Point 8 –11

Purpose:

The role of the Cover Supervisor is to support the students and teachers both at a School and Subject level.

Main Duties:

Whilst the key purpose of the Cover Supervisor is to primarily fulfil the role of class supervision for short-term absence of teachers and provide classroom-based support there are numerous other elements that may be required, depending on the skills of the individual and needs of the school.

Cover Supervisor

- To supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep pupils on task.
- Cover Supervisors 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).
- To fulfil the role of a Form Tutor or the temporary cover for this role if required.
- To support students in lessons as directed by the SENCo when needed.
- Daily lunch duty with a lunch allowance.
- To support within departmental technician role when required.
- Cover Supervisors will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.

General

- 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.
- 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.

In addition, you will be required to fulfil any reasonable expectations from the Headteacher

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

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October 2023