



## **Job Outline**

### **Cover Supervisor**

**Responsible to:** Senior Cover Supervisor  
**Pay:** Scale 5 points 9-12  
**Full time/Part time:** 31.25 hours for 39 weeks (8:05am to 3:05pm with a 45 minute unpaid break)

### **Job Purpose**

To supervise whole classes due to the absence of teachers

### **Safeguarding**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

**The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.**

### **Key Responsibilities**

- To supervise whole classes during the 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 students on task. Cover Supervisors will respond to general questions from the students and provide feedback to teachers but will not be required to undertake the specific work of planning, preparation, assessment, recording and reporting.
- To supervise individual or very small groups of students as required, including working in our Student Internal Exclusion Area for students who are currently not accessing full lessons.
- To support the learning of specific students with learning difficulties as required in the classroom under the direction and guidance of the Lead Teacher of Learning Support.
- To work as a member of a team, to help supervise and manage the behaviour of the students and to encourage and support the students' learning.
- To give administrative and technical support to subject departments, provide examination supervision and accompany school trips.
- By agreement with the Line Manager, be prepared to support students who are working off site, representing the school professionally and communicating effectively
- Supervise students during lunch and break times as required
- Act as a role model and set high expectation of conduct and behavior
- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Promote the inclusion and acceptance of all students within the classroom, support students consistently whilst recognising and responding to their individual needs.
- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher, e.g. student attendance
- 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 behavior, keeping students on task and respond to general queries

- Support the use of ICT where appropriate
- Support students with activities designed to develop numeracy and literacy, cover of group withdrawals as directed by the Subject Leader and Learning Support
- Participate in training and other learning activities as required
- Attend relevant school meetings and training (CPD) as required
- To provide examination support for students with access arrangements

### **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 and safety in the workplace
- Ensure that all duties and services provided are in accordance in the School's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

**The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.**