



Cover Supervisor Job Description

Position	Cover Supervisor
Salary	Grade E, Scale Points 6 – 9 – Salary £23,893 to £25,119 pa FTE Actual pay – £20,712 – £21,775 pa
Tenure	Established
Time	Part-time, 37 hours per week, 39 weeks pa (term-time only + INSET days)
Responsible to	Assistant Headteacher / Cover Manager
Managing	N/A

This is a full time post working 37 hours per week, term time only, including training days. The core position is as a Cover Supervisor, but the appointment is likely to require the post holder to provide occasional support in other areas such as supervising the School Library or assisting with administrative tasks in the School Office if not required to oversee classroom lessons.

The post holder will work flexibly, as and when necessary, to ensure the School's needs are met. It is expected that the post holder will not take any leave during term time.

The post holder is responsible to the Assistant Headteacher i/c Cover in respect of curricular issues and to the Headteacher in all other matters.

Main Purpose of the Role

- To provide short term cover for absent teaching staff, allocating prepared work, keeping pupils on task and managing the behaviour of pupils during class.
- To provide flexible supervisory support and administrative cover in other areas of the School's operations as appropriate when not required for lesson management.

Principle Responsibilities

Operational

- Supervise pre-prepared activities and self-directed learning in the absence of the teacher to enable continuity of learning.
- Provide support and encouragement to pupils and manage classroom organisation during the cover lesson.
- Manage the behaviour of pupils through the implementation of the school behaviour policy and practices and encourage pupils to take responsibility for their own behaviour.
- Collect and complete work at the end of the lesson and return it to the appropriate person.
- Use SIMS Lesson Monitor to record pupils' attendance.

Communication

- Establish rapport and respectful, trusting relationships and communicate effectively with pupils.
- Communicate pupils' work as set out by the teacher.
- Report back as appropriate using agreed referral procedure on the behaviour of the class.

Sharing Information

- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
- Provide feedback to teachers and other professionals as required.
- Participate in staff meetings.

Skills Development

- Participate in the school performance management scheme.

Safeguarding

- The post holder must be committed to safeguarding and promoting the welfare of children, young people and adults, raising concerns as appropriate.
- Adhere to data protection legislation.
- Maintain confidentiality as appropriate

Systems and Information

- Share information appropriately – in writing, by telephone, electronically and in person.

Data Protection

- The post holder will comply with the school's policies and supporting documentation in relation to the Information Governance; this includes Data Protection, Information Security and Confidentiality.

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility, the post holder will work in accordance with the aims of the Equality Policy Statement

Please note that these responsibilities will be reviewed from time to time and may be amended as is reasonable by the Headteacher.

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the post, as reasonably requested by the Headteacher.

Signed: _____

Cover Supervisor

Signed: _____

Headteacher

Date: _____