



Job title: Cover Supervisor

Grade: Scale 4

Reports to: *Head of School*

Staff managed (if any): *n/a*

Job purpose and context

The Cover Supervisor is one member of a team of professionals that will include teachers and teaching assistants. The team works together to care for and educate the pupils in the school.

The Cover Supervisor works under the direction and control of the headteacher, and that general authority will be delegated to a relevant HOD/SENCO/ teacher. At all times the Cover Supervisor will work subject to the direction of a teacher.

The Cover Supervisor will supervise and manage individuals, groups and whole classes either on their own or in the presence of a teacher and/or other teaching assistant. They will supervise/cover classes without the presence of a teacher in the event of planned or unplanned absence by other teachers in the school for no longer than one day at a time in a primary school, up to 3 days in exceptional circumstances.

The Cover Supervisor will not be responsible for the planning or preparation of lessons, materials or resources, nor will they be responsible for pupil learning and lesson outcomes, detailed evaluation and pupil assessment. The Cover Supervisor will be primarily responsible for the maintenance of good order and focused activity: this requires behaviour management skills with a premium on communication and interpersonal abilities.

Principal duties and responsibilities

Subject to the direction and supervision of a teacher:

1. Supervise/cover classes, instead of a supply teacher, at short notice in the absence of a teacher for either unplanned or planned absence
2. Supervise detentions and/or in-school sessions where pupils may have been removed from classes

3. Supervise pupils, on or off school premises, in the context of trips, visits, concerts, assemblies and contribute to the planning and organisation of such events
4. Manage pupils' behaviour and discipline in accordance with the policies and procedures of the school and report back to teachers on pupils' behaviour and discipline
5. Describe and explain learning activities, answering queries, giving direction and assisting with differentiated tasks and materials
6. Complete registers and/or use the school's attendance recording systems and make oral and/or written feedback to the supervising teacher responsible for the relevant activity
7. Support pupils in the use of ICT
8. Take part in relevant training and development, assessment of performance (in accordance with school policy and practice) and an agreed programme of personal professional development
9. Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours
10. Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment.

Notes:

1. The trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job description but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. This is a new job description for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time thereafter.