



1. INTRODUCTION

- 1.1 POST HOLDER:**
- 1.2 Post Title:** **COVER SUPERVISOR**
- 1.3 Post Purpose:** to cover for absent teaching colleagues, to maintain good/outstanding standards of behaviour in the classroom and to support learning across the school.
- 1.4 Reporting to:** Assistant Principal

2. MAIN DUTIES AND RESPONSIBILITIES

SPECIFIC RESPONSIBILITIES:

- take a register of students attending lessons;
- ensure that appropriate set work is undertaken;
- ensure the health and safety of all students in the classes they supervise;
- cover registration (am/pm) and support duty teams;
- attend training sessions as required;
- help students with reading, writing and organisation, as appropriate;
- have a general and developing understanding of how students learn, and how to assist students in a personalised way;
- have highly developed interpersonal skills to work with a range of staff and students, including managing students who may challenge authority;
- show initiative when responding to unexpected situations, seeking advice from other staff as appropriate;
- refer students to support services within school as appropriate;
- When necessary and under supervision, use the school's systems for monitoring attendance utilising laptops provided by the school;
- be compliant with the statutory guidance relating to "Keeping children safe in education" as it impacts on the day-to-day activities of the school.

Additionally, Cover Supervisors may be asked to:

- help with preparation of displays around the school;
- contact parents about issues which may have arisen during the working day (under supervision, as necessary);
- drive the school minibus;
- accompany students on school enrichment activities, acting as a responsible adult.

On occasions, to assist or support a qualified teacher in accordance with arrangements made by the Principal.

- contribute to the report-writing process;
- contribute to the planning of work;
- support the assessment policy of the school.

Note: Should no cover be required on a particular day, a Cover Supervisor would be deployed to undertake general administrative or other appropriate tasks within a Department or the office area.

GENERAL SKILLS AND RESPONSIBILITIES

- A good basic level of education – Grade ‘C’ GCSE or equivalent in English and Maths;
- An excellent work ethic;
- An ability to work with children who are struggling to succeed;
- Patience and a sense of humour;
- Flexibility – an ability to work across all areas of the curriculum; a willingness to join in;
- Good ICT skills;
- A common sense approach to learning; a realisation that everyone has a right and responsibility to learn;
- Prepared to develop own skills and knowledge.

SAFEGUARDING

Heart of England School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or come into contact with.

3. OTHER

This job description is not necessarily a comprehensive definition of the post. It will normally be reviewed during the performance management process but it may be subject to modification or amendment at any time after you have been consulted.

4. TERMS AND CONDITIONS

The position is fixed term, hours as agreed; term time only.
Salary Band C (full time salary to be pro rata’d for term time only)
As the role is term time only there is no additional leave entitlement.

5. SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Post Holder’s signature	Principal’s signature
 Signed	 Signed
Date	Date