

**JOB TITLE:** Cover Supervisor

**REPORTS TO:** Assistant Head

**DEPARTMENT:** Support staff

**SECTION:** Secondary School

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### **PURPOSE OF JOB**

To supervise a group of students during the short-term absence of a teacher to ensure that students carry out a pre-prepared lesson, maintain good order and to keep students on task, responding to questions and generally assisting students to undertake set activities. The candidate will also be expected to cover form tutor time.

### **PRINCIPAL ACCOUNTABILITIES**

- To support students in their learning throughout the lesson – specialist subject knowledge is not required.
- Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
- Manage the behaviour of students whilst they are undertaking this work to ensure a purposeful working environment. The successful candidate will have the opportunity to undertake training on the Stringer Learning Culture and our behaviour policy.
- Record attendance during the lesson.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back to the teacher as appropriate using the schools agreed referral procedures on the behaviour of students during the class, and any issues arising.
- Provide general clerical / administrative support, e.g. input and retrieval of data into computerised and manual systems, photocopying, etc. as required.
- Contribute to the overall ethos / work / aims of the school.
- Attend and participate in regular meetings as required.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- As required and under the guidance of teaching / senior staff, undertake a range of other activities to support students learning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of IEPs, implementing agreed learning strategies, etc.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

### **GENERAL ACCOUNTABILITIES**

- Ensure the effective implementation of school policies with particular regard to safeguarding.
- Carry out other duties that may reasonably be required by the Headteacher.

We particularly welcome applications from candidates who would be able to run clubs outside the main school hours and have a link with the PE department

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description is based on conditions of employment. It sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.