



WITH THE POWER TO ACT

Job Description - Senior Cover Supervisor

Job Title:	Senior Cover Supervisor
Salary:	Grade E (£21,748 Pro Rata)
Contract Type:	Permanent - 36 hours per week term-time
Reporting to:	P Cragg
Job Purpose:	<p>The Senior Cover Supervisor will:-</p> <ul style="list-style-type: none">• Be available from 7.00 am each morning to receive calls from staff for emergency absences• Enter teaching staff cover requirements for emergency absences into the school management system (SIMs)• Organise cover staff for teachers who have an emergency absence through sickness or are late• Record a log of staff who are absent in the absence diary• Report to and liaise with Cover Manager about emergency absences• Be required to supervise whole classes during the absence of teachers.• 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 pupils on task.• Respond to general questions and provide general feedback to teachers, but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).• Be directed to additional duties when they are not required to supervise classes; this will include in-class support for departments and the collation on resources and materials to be used in lessons.• Not be subject to a Faculty system of supervision other than the general supervision applicable to all staff and will act under the professional direction of teachers.• Be expected to be able to deliver Key Skills lessons (Literacy, Numeracy and Reading) to small groups of pupils.
Main Responsibilities	<p><u>Support for Pupils</u></p> <ul style="list-style-type: none">• Supervise pupils engaged in learning activities in timetabled lessons and other structured settings.• Act as a role model and set high expectations of conduct and behaviour.• Promote the inclusion and acceptance of all pupils within the classroom.• Support pupils consistently whilst recognising and responding to their individual needs.• Keep pupils on task and respond to general queries.• Assist with break and lunchtime supervision <p><u>Support for Staff</u></p> <ul style="list-style-type: none">• Provide objective and accurate feedback to the teacher on the conduct of the lesson.• Ensure work left by teachers is issued to classes. Where work is not available, liaise with relevant Head of Department to establish suitable

	<p>work.</p> <ul style="list-style-type: none"> • Ensure registers and class and student records are maintained. • Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established school policy and encourage pupils to take responsibility for their own behaviour. • Administer and invigilate examinations and tests. • Provide general clerical/admin support, eg administer coursework, produce worksheets for agreed activities etc. <p><u>Support for the Curriculum</u></p> <ul style="list-style-type: none"> • Support the use of ICT where appropriate. • Make appropriate use of equipment and resources. • Collate a bank of supervision of work for curriculum areas in liaison with teaching staff. • Create and manage display work. <p><u>Support for the School</u></p> <ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, equal opportunities, healthy, safety and security, confidentiality and data protection, reporting all concerns to the Deputy Headteacher or appropriate senior staff. • Be aware of and support inclusion and ensure all pupils have equal access to opportunities to learn and develop. • Participate in training and other learning activities as required. • Attend and participate in regular meetings. • Respect confidentiality at all times in line with school policies.
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This job description is current at the date shown but following consultation may be changed by the Headteacher to reflect or anticipate the changing demands of the post commensurate with the grade and job title.

The school staffing structure will be subject to periodic review to reflect the changing opportunities and constraints that arise.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The school has an approved equality policy in employment and copies are freely available to all employees. The postholder will be expected to comply, observe and promote the equality policies of the school.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Postholder Signature:

Date:

Postholder Name (in capitals):

Date:

Headteacher Signature:

Date: