

## **COVER SUPERVISOR JOB DESCRIPTION**

<b>JOB TITLE:</b>	Cover Supervisor
<b>RESPONSIBLE TO:</b>	Business Manager/Cover Manager
<b>PAY SCALE:</b>	Pay scale: NJC Level 3A points 5 - 7 Starting point 5 £12,402.99 actual per annum 27 hours 55 mins per week (5.35 hours per day)

### **JOB PURPOSE:**

- To work under the guidance of teachers and/or members of the school Leadership Team and within an agreed system of supervision
- To support individuals and groups of students to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas
- To supervise whole classes during the short-term absence of the teacher. The main focus of such cover will be to respond to questions, assist students to undertake set activities and stay on task and maintain order
- To act as an examination invigilator, if/when required. To provide administrative support for the school when not required for cover/invigilation
- To provide cover for members of support staff

### **Main duties and responsibilities:**

- To supervise students in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for students
- To register and record student attendance using the school's process and procedure
- To ensure that the work set by the teacher is carried out in accordance with the School's cover strategy
- To check that pupils have appropriate equipment and materials to enable them to complete the tasks set and answer pupils' questions about processes and procedures
- To support expectations of pupils' behaviour in the classroom, securing appropriate standards of discipline and ensuring that the School's Behaviour Policy is followed
- To deal with any emergencies or problems which occur, in line with the School's policies and procedures
- To ensure that completed work is collected at the end of the lesson and returned to the teacher
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson
- To be aware of particular students' specific needs as identified in EHCPs.

- To report to the teacher after the lesson, in accordance with the School's agreed referral procedures, on any issues arising, including the behaviour of students

### **General Support**

- Establish purposeful relationships and communicate positively with other agencies/professionals, in liaison with the teacher, to support achievement and progress for students
- To attend staff meetings, participate in performance management arrangements and undertake training and development as required
- Be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information
- Supervise pupils on visits, trips and out-of-school activities as required.
- Undertake any other duties of a similar level and responsibility as may reasonably be required

### **Safeguarding**

- To be aware of the Prevent Strategy and be able to protect students who are vulnerable or at risk of being radicalised.
- To be aware of the Safeguarding Policy at Mark Rutherford School and be responsible for applying that policy correctly and in a timely manner to safeguard the students in the school.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Union representation will be welcomed in any such discussion.

**September 2019**