

KEPIER



JOB DESCRIPTION

Name:

Job Title: Cover Supervisor

Salary Scale: NJC

Point Range: 7 - 11

Additional Payments: N/A

Permanent Contract

Starting Date: TBC

Contractual hours: 37 per week

Weeks per Year: 38 term time + 5 days

Hours to be worked: Mon-Thurs 8.00am – 4.00pm
Friday 8.00am - 3.30pm

Lunch break: 30 minutes

Purpose of Job: To supervise learners as directed

Principal Duties:

1. To uphold the school rules and ethos
2. To communicate the work set by the class teacher to the learners
3. To follow all instructions as directed by the class/lead teacher
4. To observe Health & Safety Regulations
5. To promote positive pupil behaviour and conduct
6. Classroom management and organisation
7. To invigilate examinations
8. Accompany staff on educational visits
9. Assist with general administrative tasks for departments and year group
10. To promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with
11. To undertake First Aid Training (First Aid at Work) and carry out that role, if required.
12. To undertake Fire Warden training and carry out that role, if required.
13. Any other reasonable duties as requested by the Line Manager, Principal or member of the Senior Leadership Team that is not specified in this job description

Responsible to: Principal and HR Officer

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous and supportive to colleagues and provide a welcoming environment to visitors and telephone callers.
- 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.

Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

Signed (Employee)..... **Date**.....

Signed (Principal)..... **Date**.....