Ferryhill Business and Enterprise College

Job Title:	Cover Supervisor
Grade:	Grade 4
Hours:	Term Time - Full Time (30 hours) 8am – 4pm Mon – Thurs
Reporting to:	Business Manager - Overall Deputy Head Teacher – Day to Day

Main Duties:

To work under the guidance of teaching/senior staff and within an agreed system of supervision.

The post holder will supervise whole classes during the short term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover supervisors will need to respond to questions and generally assist pupils to undertake set activities.

Where cover is not required, the cover supervisor will carry out such functions of a teaching assistant or administrative and clerical functions as are commensurate with the grade of the post, as directed.

- Supervising work that has been set in accordance with the college policy
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
- Responding to any questions from pupils about processes and procedures
- Dealing with any immediate problems or emergencies according to the college's policies and procedures
- Collecting any completed work after the lesson and returning it to the appropriate member of staff
- Reporting back as appropriate using the college's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Supervising pupils on visits, trips and out of college activities that fall within the normal hours of work of the post holder
- Supervision of pupil's out of college hours learning activities that fall within the normal hours of the post holder
- Assisting with the supervision of students during breakfast, break or lunchtimes
- Maintaining and updating classroom and corridor displays as required
- Invigilating exams if required
- Acting as a learning mentor to students
- Familiarity with the full range of college policies and procedures/strategies, particularly those regarding health and safety, child protection, behaviour management, equal opportunities, special educational needs and

confidentiality, and undertaking training and development in all such areas as required
- Contribute to the overall ethos/work/aims of the college
- Actively participating in the college's systems of formal supervision applicable to support staff
- Attending meetings and liaising and communicating with colleagues in the college, parents, outside agencies and other bodies
- As and when required, undertaking duties in connection with personal hygiene and welfare of pupils and where necessary as directed escorting pupils home
- Be an effective role model for the standards of behaviour expected by pupils

The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level of responsibilities or character of the post and this is reflected in the grading.