

JOB DESCRIPTION

Post title:	Cover Supervisor
Academy:	Sedgefield Community College
Reporting to:	Head Teacher
Salary/Pay range:	Grade 4, points 5-8 £18,795 - £19,945 full time equivalent £16,481.77 - £17,490.23 actual
Hours of work:	37 hours per week, Term Time plus 5 days

Purpose of Job

To give teaching staff more time for training, planning and monitoring. Providing class supervision when a teacher is absent and play an important role in the college cover system.

Main Duties and Responsibilities

- To communicate the work set by the class teacher to pupils in an engaging and motivating manner.
- When not providing class supervision in the event of a teacher absence provide support to individual students or small groups at the direction of the SENCO or other senior leaders.
- To observe Health and Safety Regulations.
- To uphold the College rules and ethos.
- Classroom management.
- Invigilation of examinations.
- Accompany staff on college educational visits.
- Administrative duties, where appropriate.

Duties include:

- To oversee the use of books and equipment necessary for the lesson.
- To maintain good order in the classroom.
- To assist pupils, where necessary, and if possible seeking appropriate assistance or advice.
- To oversee the collecting of books and equipment at the end of the lesson and ensure they are returned to the appropriate place.
- To ensure pupils tidy up and leave the classroom in good order.
- To return work, etc. to the class teacher and inform him/her of the point reached by the pupils.
- To report any problems, difficulties, successes, etc. to the class teacher via the cover lesson work sheet.
- To carry out exam invigilation, when required, maintaining the rules set out by external examination boards and in-house regulators.
- When not 'covering' entire classes, provide support to individual students or small groups at the direction of the SENCO or other senior leaders.
- To accompany staff on college educational visits and work under the direction of the trip organiser.
- To carry out general administrative/clerical duties as necessary.
- To provide support to teachers (eg; photocopying, displays, preparation of resources).
- Responsible for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
- Within working hours supervise lunch, break and after college activities.
- Where appropriate transport students using the college mini bus.

- Take on the role of First Aider.
- Provide administrative support as directed by the college. (eg, filing, preparing mailshots, compiling student reports, reception)
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

School Ethos

- To support the distinctive ethos of the college and to encourage students to follow this example.
- To support and work towards establishing the vision and aims of the college.
- To work with students in a courteous, caring and responsible manner at all times.
- To work co-operatively with, and in support of, all adults in the college.
- To support the school in meeting its legal requirements for worship.
- To adhere to the college's corporate policies.
- Comply with the college's health and safety policy and undertake risk assessments as appropriate.
- To present oneself in an appropriate manner so that it upholds the values of the college.
- Any other duties as may reasonably be requested by the Head Teacher. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2016 where required