



Job Description

Cover Supervisor

Scale 5

Salary Range - £25,833 - £27,887

36 hours per week

39 Weeks per year

Responsible to: Lead Cover Supervisor / School Business Manager

PURPOSE:

To supervise whole classes during short-term absence of teachers and maintain standards of students' behaviour in the classroom, ensuring that students engage in learning activities as directed by teachers. To also provide appropriate classroom support or group supervision when not supervising academic classes.

MAIN ACTIVITIES AND RESPONSIBILITIES:

Cover Supervision Duties

- Cover for short term planned or unplanned absence of a teacher by taking registration and supervising lessons. In all cases work will have been set, either by the 'absent' member of staff or the appropriate Head of Department.
- Ensure suitable cover material has been provided for the lesson and, where no work is provided or where work is inappropriate or below and agreed standard, to source suitable work from the relevant Head of Department and to inform the lead cover supervisor of the lapse
- Work with teachers and Heads of Department to plan cover work for an absence known in advance
- To accurately interpret the work set for pupils by absent teachers
- To build and maintain successful relationships with pupils and be concerned for their development as learners
- Give clear instructions for the work provided by the teacher and respond to questions and requests from students, within the limits of previous experience
- To support pupils, and clarify (on an individual basis if necessary) the instructions given
- Ensuring the learning outcomes for the lesson are achieved, and providing feedback to the class teacher, where possible, on the performance and conduct of the students
- Manage the students' behaviour in line with the school's policies, thus ensuring learning continues to take place
- Report, as appropriate and in line with the school's policies and procedures, any problems such as incidents of disruptive or unacceptable behaviour during lessons
- Collect all work done during the lesson, retaining it until it can be passed on to the class teacher, via the agreed route, upon their return
- To seek to establish a bank of suitable cover work for use in subjects at the appropriate level, with the agreement of relevant Heads of Department, for unexpected absence

Other Duties

- Filing, shredding and other general administrative duties
- To support individual students or small groups as directed by the class teacher when providing in class support
- To assist with administration and exam invigilation (both public and internal) when not covering lessons
- To maintain personal and professional development as appropriate to the post
- To undertake such duties as may be reasonably required and which are consistent with the general level of responsibility of the post
- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Headteacher

CONDITIONS OF EMPLOYMENT:

The Conditions of Employment for support staff are set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Enfield. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

Bishop Stopford’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: