

JOB DESCRIPTION

COVER SUPERVISOR

Grade:	OA 5
Hours of Work:	30 hours per week – 8.40am-3.10pm (½ hour lunch break)
Contract:	Term time only
Base Location	Newport Pagnell
Reporting to:	School Administration Officer

CORE PURPOSE

- To supervise whole classes during the short-term absence of the timetabled teacher;
- To act as an examination invigilator, when required;
- To provide support in the Personalised Learning Centre when not required for cover or invigilation.

COVER SUPERVISION

- To register and record student attendance;
- To instruct students to sit in their usual places according to the seating plan;
- To communicate verbally and via the board instructions for completing the work left by their teacher or another member of the department;
- To ensure there is an orderly entrance to the classroom;
- To promote the inclusion and acceptance of all students within the classroom;
- To create a calm and purposeful environment in which students can complete work set by the classroom teacher;
- To maintain consistently high standards and expectations in terms of work rate and behaviour;
- To follow school systems and procedures on behaviour management;
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson;
- To collect any completed work after the lesson and return it to the appropriate teacher;

- To liaise with teacher(s) about **cover** work;
- To be aware of particular students' specific needs as identified in EHC Plan;
- To support students in using basic ICT and to follow the school procedures in terms of internet access and child safety.

TRAINING

- To undertake relevant training, as needed, and identified in the annual performance review.

SCHOOL

- Be aware of and comply with policies and procedures relating to inclusion, child protection, health and safety, equal opportunities, SEN, confidentiality and data protection, reporting all concerns to an appropriate person;
- Contribute to the overall ethos and aims of the school;
- Carry out a break duty 5 times a week;
- Supervise students on visits, trips and out-of school activities, any that fall outside normal working hours to be requested rather than directed;
- Provide clerical/admin support, eg photocopying, typing or filing;
- Undertake any other similar duties as required.

ETHOS AND CULTURE

- Promote an ethos and culture that are in line with achieving the aims of the school.

DATA PROTECTION

- Ensure all documentation is stored and processed in line with the School Data Protection Policy and Document Retention Guidelines in line with the General Data Protection Regulations (GDPR).

HEALTH AND SAFETY

- Carry out basic safety checks;
- Ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply.

GENERAL

- Support relevant out of school learning activities, e.g. clubs and other activities within school guidelines;

- Carry out any reasonable tasks as directed by the Headteacher, a member of SLT or your Line Manager.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed:
Staff Member

Dated:

September 2022