

Title of Post:	Cover Supervisor
Grade and SCP	Grade 6 (SCP 7-11)
Accountable to:	Cover Co-ordinator

Main purpose

- To supervise whole classes during staff absence, either planned days or unplanned sickness and deliver pre-prepared activities as and when required by the Cover Co-ordinator.
- To provide admin support for the Cover Co-ordinator.
- To assist teachers in creating and maintaining a purposeful, orderly and supportive learning environment and promote the inclusion of all students, ensuring they have equal opportunities to learn and develop.
- To cover support staff e.g. Library/teaching assistant if required.

Duties and responsibilities

1. Support for students

- To support working relationships with students, acting as a role model and setting high expectations.
- To support students learning in the most effective way.
- To meet the personal needs of students whilst encouraging their independence.
- To support students with special educational needs through the delivery of specific learning programmes pre-planned by the teacher.
- To encourage students to interact and work co-operatively, ensuring all students are engaged in activities.

2. Support for the teacher

- In the short-term unplanned absence of teachers, to cover all pre prepared activities to provide continuity for the students
- Deliver materials/work through appropriate classroom management
- Manage behaviour according to the schools behaviour policy
- Provide feedback to the relevant member of teaching staff

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The post holder may be required to carry out any other duties that the Principal feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Principal in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed _____ Date _____
Principal

Signed _____ Date _____
Name _____
Postholder