

Job Description

Post Title:	Cover Supervisor
Salary/Grade:	Grade 3
Purpose:	<ul style="list-style-type: none"> ● To support the education of students by supervising classes when teachers are absent ● Undertaking administrative tasks for departments. ● Produce displays for curriculum areas.
Reporting to:	Senior Leadership Team
Responsible for:	Supervising students and administrative tasks as directed by the Assistant School Business Manager.
Liaising with:	Class teachers/Heads of Year
Working Time:	37 hours per week term time only with up to 3 additional days per year
Disclosure level:	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning:	<ol style="list-style-type: none"> 1. To supervise classes when teachers are absent, communicate the work set by the teacher and return work to the teacher when they return. 2. Invigilation of examinations. 3. Provide administrative support to departments including displays. 4. Contributing to the management of student behaviour. 5. Establishing and maintaining good relationships with individual students and groups. 6. Supporting students needs during learning activities and during the course of the school day. 7. Observing students, helping maintain student records and reporting upon student progress. 8. Promoting students' social, emotional and physical development. 9. Supporting the maintenance of student safety and security. 10. Supporting students' individual learning needs and development. 11. Supervision of after school activities for students. 12. Accompany students on educational visits. 13. Provide appropriate help throughout the day including break and lunchtime monitoring and pre and post school activities.
Curriculum Provision:	<ul style="list-style-type: none"> ● To communicate the work set by the teacher and return work to the teacher when they return.
Staffing Staff Development:	<ul style="list-style-type: none"> ● To take an active part in the school's Continuous Professional Development programme. ● To engage actively in the Performance Management Review process. ● To work as a member of a designated team and to contribute positively to effective working relations within the school.

Recruitment/ Deployment of Staff:	
Quality Assurance:	<ul style="list-style-type: none"> • To provide feedback on work set by teachers for supervision.
Management Information:	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
Marketing and Liaison:	<ul style="list-style-type: none"> • To produce displays.
Management of Resources:	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Assistant School Business Manager to identify resource needs associated with the post. • To cooperate with other staff to endeavour to ensure a sharing and effective usage of resources to the benefit of the School, departments and the students.
Pastoral System:	<ul style="list-style-type: none"> • To be a Form Tutor to an assigned group of students when required. • To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. • To liaise with the Senior and Extended Leadership Teams to endeavour to ensure the implementation of the school's Pastoral System. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life when required. • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff when required. • To apply the behaviour management systems so that effective learning can take place.
Other Specific Duties:	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. 	

- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Senior Leadership Team to reflect or anticipate changes in the job which are commensurate with the salary and job title.