



Cover Supervisor

**37 hours per week
Term Time + INSET Days**

RELATIONSHIPS: Responsible to Operations Co-ordinator/Assistant Principal

REMUNERATION: Salary HBC 4

HBC REF:

JOB PURPOSE

To provide supervision for students in the absence of teachers and to provide support for teachers when not required for cover.

KEY DUTIES AND RESPONSIBILITIES

- To provide consistent classroom management, to allow learning to take place in the absence of a classroom teacher.
- To create an orderly and purposeful environment in which students can complete work.
- To ensure that the work set is collected and prepared prior to the lesson.
- To provide feedback to the relevant teacher regarding the work completed and attitude and behaviour of students.
- To follow faculty and whole school systems for reporting and recording incidents and achievements of individuals and groups
- To support teaching and non-teaching colleagues in the classroom and around school
- To cover registration and form as required
- To undertake appropriate training and professional development.
- To understand and use the school policies and procedures.

- To invigilate internal and external examinations when required.
- To accompany educational visits and field trips.
- Once trained, to administer basic first aid as appropriate.
- Be aware of and comply with policies relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns as appropriate
- To undertake any other duties commensurate with the grade and overall level of the position.
- To attend and participate in meetings as required
- Be aware of and comply with policies relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns as appropriate
- Be aware of and support difference to help ensure everyone else has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background

Note: To undertake any other duties and responsibilities as may be assigned from time to time which are commensurate with the grade of the post

This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility

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 below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Prepared by:	Kath Forber
Job Title:	Vice Principal
Date:	20.04.22
Date for Review:	