



KING EDWARD VI SCHOOL

JOB DESCRIPTION – COVER SUPERVISOR

Salary Scale/Range:	Grade 4 SCP 12 – 15
Hours:	Full time = 32.5 hours per week for 39 weeks
Responsible to:	Cover and Trips Manager
Purpose of the Role:	To cover lessons of absent teaching staff, ensuring high standards and contributing to the learning and development of all students.

Overview:

Cover Supervisors are not teachers. However, they are expected to make a significant contribution to student learning and development. Students continue their education by working on tasks and activities that have been pre-prepared by the usual teacher. Cover Supervisors will work across the curriculum. Although the postholder will receive training, guidance and support from the Line Manager, the ability to work independently and use initiative is essential.

MAIN RESPONSIBILITIES AND DUTIES

1. To supervise classes where the normal teacher is absent; supervising work that has been set in accordance with the school policy by the teacher, and in such a way as to encourage each child to learn as independently as possible, by:
 - explaining and clarifying instructions
 - managing the behaviour of students, in line with the school behaviour policy, and in so doing ensure an environment conducive to learning
 - helping students to use resources and equipment safely and effectively, encouraging students to concentrate and to persevere with the set work
 - responding to questions from students about process and procedures
 - collecting completed work and returning it to the relevant teacher
 - reporting back to the teacher about progress made during the lesson and the behaviour of the students.
2. When not required for cover supervision of classes, to support the learning of students by:
 - assisting with events organised as part of the curriculum
 - helping to develop/prepare materials for cover lessons
 - providing additional in-class support
 - supporting identified Departments in ways determined by the Line Manager and/or Leadership Team
 - providing support to other teachers as appropriate.

3. To ensure high quality of cover lessons by:
 - liaising with teachers to establish lesson objectives, to be confident that work set is understood and resources are readily available
 - demonstrating a positive attitude and approach to all aspects of the role; praising / rewarding students appropriately, and in so doing being a positive influence on the class and students around school
 - keeping records and discussing children's needs with teachers.

4. Support for the School:
 - stand in for Form Tutors during tutor times and take registers as required
 - invigilate in exams during examination periods
 - provide cover for other support staff roles during periods of absence
 - accompany groups of students on school trips alongside teaching colleagues
 - when not performing cover or other tasks listed above, to liaise with Line Manager to be allocated other routine tasks
 - attending meetings and staff training as directed
 - disseminating information to other colleagues
 - any other task as directed by the Headteacher which falls within the remit of the post.

SAFEGUARDING

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. In addition to these specific responsibilities, the member of staff appointed must expect to undertake any other activities considered necessary to fulfil the responsibilities of this post and such duties of a similar nature as may be reasonably directed by the Headteacher. Please note the duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the postholder. In any event the Headteacher reserves the right to review and amend the job description.