



Cover Supervisor

JOB DESCRIPTION

This post is term time only: 32.5 hours per week 8am-3pm (term-time only)

Reporting to:

- DHT Standards (Student Leadership & Operations)
- Lead Cover Supervisor

Scale H6 (14-19) plus fringe allowance

Personal and Professional Standards

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are to:

- support the aims and ethos of the school
- have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
- set a good example in professional dress and appearance, punctuality and attendance
- take responsibility for personal development and training as a consequence of the performance review cycle
- attend team and staff meetings as appropriate, contributing actively whenever possible
- provide a courteous, prompt and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
- actively contribute to the school's mission statement by forming positive relationships within the school's community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

Job Purpose:

- To supervise whole classes during the short and medium term absence of the class teacher under the guidance of teaching/senior staff,
- Implement work set from department schemes of learning, manage student behaviour for learning and assist students with their learning activities in line with school's policies and procedures to promote rapid progress and high standards of attainment
- Support and actively promote attainment and progress of students to achieve full potential
- The monitoring of the welfare and progress of students in KS3 or KS4
- To support and assist with the management of tutor group(s) as required
- To contribute to supervision of students at break and/or lunchtimes as required

Key Tasks and Responsibilities:-

- Actively promote safeguarding and help to keep students safe
- Support students' learning activities

- Promote positive behaviour for learning
- To support, and work with tutor team(s) and contribute to the delivery of PSHE and Citizenship programmes and acts of worship
- Prepare and promote an inspirational and well organised learning environment
- Use ICT and appropriate technology to support student engagement, learning and attainment
- Invigilate tests and examinations as required
- Escort and supervise students on educational visits and out of school activities
- Develop and promote positive relationships between students and staff and students and their parents/carers
- To support and contribute to enrichment and extracurricular activities programme
- Prepare resources and differentiated materials to support student learning and attainment
- Carry out administration tasks, including the taking of class registers as required
- Reflect on and develop own practice engaging in CPD as required/appropriate
- To ensure the implementation of all School policies with particular regard to the Code of Conduct, the Home School Agreement, attendance and punctuality, behaviour for learning and personal presentation.

The particular responsibilities may be amended at any time in order to respond to the changing demands and needs of the school.

As there is a high degree of contact with children an enhanced disclosure will be sought for this post through the Criminal Records Bureau as part of pre-employment checks.

November 2022