

JOB DESCRIPTION

Post Title: Cover Supervisor

Name:

Disc Level: Enhanced

Managed by: Cover Manager / School Business Manager

Responsible to: Headteacher, Governors

All employees must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.

All employees must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

The duties outlined within this job description may be modified by the Headteacher in consultation with the post holder to reflect or anticipate changes in the job, commensurate with the salary and job title. The post-holder will be assessed against the relevant standards above.

This post is subject to the schools Performance Management Policy, Quality Assurance Policy and Health & Safety Policy along with all other school policies outlined in the School's Handbook.

General.

All employees must make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. They must act with honesty and integrity, be self-critical; forge positive professional relationships; and work with parents and teachers in the best interests of pupils.

Specific responsibilities

MAIN (CORE) DUTIES:

- To act as Cover Supervisor and take responsibility for agreed learning activities, under the agreed system of supervision.
- To deliver learning activities to individuals/groups or whole-school classes in the short-term absence of teachers.

- To maintain good order, keep students on task and generally assist students to undertake set activities.

OTHER SPECIFIC DUTIES:

- To supervise work and classroom activities that has been set in accordance with the school's policies and procedures.
- To maintain discipline and manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment.
- To respond to any questions from students about work set and processes and procedures and be approachable and flexible.
- To deal with any immediate problems or emergencies according to school's policies and procedures.
- To collect any completed work after the lesson and return to the appropriate member of staff.
- To report back, as appropriate, using the agreed referral procedures on the behaviour of students during the class and any issues arising.
- To support the teaching staff in recording results and producing reports on attainment and progress.
- To set a positive example and to always act in a professional manner in the classroom.
- To use ICT, including Classcharts, effectively in the classroom to support learning activities.
- To comply with policies and procedures in relation to child safeguarding, health and safety and security, confidentiality and GDPR; reporting any concerns to the relevant members of staff.
- To contribute to the overall ethos/work/aims of the school.
- To be highly flexible and enjoy working with young people.
- To establish constructive relationships with other school staff and outside agencies to help support the achievement and progress of students.
- To participate in training/professional development and Performance Management reviews, as required.
- To undertake any other duties required by the Headteacher in accordance with the grading of the post.

PERSONAL AND PROFESSIONAL CONDUCT

All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.

1. Maintain high standards of ethics and behaviour, within and outside school, by:

- Treating others with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position.
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

2. Set high expectations which inspire, motivate and challenge pupils

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

3. Make accurate and productive use of SIMS

- know and understand how to access relevant information for the post in which you operate.

4. Assist in managing behaviour effectively to ensure a good and safe learning environment

- Operate within the rules and routines for behaviour in the school, and take responsibility for promoting good and courteous behaviour both in and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

5. Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Manage use of time effectively
- communicate effectively with parents with regard to pupils' achievements and well-being.

Support staff leaders will also;

- Contributing significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Having an extensive knowledge and understanding of how to use and adapt a range of strategies, including providing opportunities for all staff to achieve their potential.
- Having an extensive knowledge and well-informed understanding of the areas for which they have responsibility.
- Having up-to-date knowledge and understanding of wider impact of their work.
- Having sufficient depth of knowledge and experience to be able to give advice on the development and well-being of staff.
- Be flexible, creative and adept at solving problems within their areas of responsibility and developing the effectiveness of the team.
- Promoting collaboration and working effectively as a team member.
- Contributing to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

Signed by employee:_____

Print Name:_____

Signed on behalf of school:_____

Print Name:_____