

WIRRAL GRAMMAR SCHOOL FOR GIRLS
HEATH ROAD, BEBINGTON, WIRRAL CH63 3AF

Post: Cover Supervisor	Post Overview: Working in collaboration with SLT and teachers to cover for absent staff and support non-teaching staff in times of high demand.
Scale: Band F	
Hours: 3 days a week. Term Time only (38 weeks)	
Responsible to: The Headteacher	

Principle Responsibilities:

1. To establish productive working relationships with students, acting as a role model and setting high expectations
2. To support students consistently whilst recognising and responding to their individual needs.
3. To encourage students to interact and work co-operatively with others and engage all students in activities.
4. To act as cover teacher and work with other available cover teachers effectively and efficiently as possible to ensure continuity of learning for the pupils and to minimize the cover that teachers are required to do.
5. To act as an invigilator during public and internal examinations when required by the examinations officer/SLT.
6. To share in the cover for absent non-teaching colleagues if not required to cover for teachers.
7. To listen to pupil's needs and respond flexibly and professionally; understanding issues of confidentiality.
8. To attend relevant courses.
9. To engage in Performance Management for Support Staff.
10. To administer first aid to pupils, attend relevant first aid training courses when required and to complete relevant accident forms to pass to the H&S Officer.

11. To undertake additional duties that may arise out of changes in the department routine, curriculum or as part of the wider school support team
12. On request to assist the technicians with their work on such occasions when not required for cover duties.
13. To undertake any other duties commensurate with the grading of this post as required by the Headteacher.