



Cover Supervisor

Job Description

Pay Scale:	Point 17 - £17,772 pro rata
Hours of Work:	1 post - 30 hours per week, term time only plus 5 additional days 1 post - 18 hours per week, term time only plus 3 additional days
Responsible to:	Assistant Headteacher

To work under the guidance of the Senior Leadership Team and Heads of Department, and taking daily direction from the Cover Officer, Cover Supervisors will:

- Instruct students in relation to the work left by the subject teacher.
- Ensure students are provided with the necessary resources to facilitate learning.
- Register and record student attendance in lessons.
- Answer students' queries in relation to the instructions left by the subject teacher.
- Liaise with the subject leader in relation to the work set.
- Supervise the class for the duration of the lesson.
- Ensure classes enter and leave classrooms in an orderly manner.
- Ensure the classroom is left tidy and ready for the next lesson after dismissing the class
- Mark work as appropriate
- Report to the Cover Officer at the beginning of each day to receive direction on classes requiring cover.
- Assist in establishing good order within the school, including undertaking duties as necessary.
- Deal with, record and report incidents of inappropriate behaviour, in accordance with the school's behaviour policy and procedures.
- Work with support staff allocated to the teaching area.
- Work to agreed school policies and procedures.
- Facilitate participation and learning, helping to build confidence and self-esteem, so that all students, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers.
- Assist with lunch break time supervision of students as required.
- Help with educational visits and outings.
- Attend staff meetings and training as appropriate.
- Undertake any other duties that may be reasonably regarded as being commensurate with the grade and general purpose of the post.
- Be fully conversant with school safeguarding practices and procedures following induction training.
- Support teaching staff in lessons when cover is not required as directed by the class teacher.

The roles and responsibilities of the post holder will be reviewed periodically and form part of the agreed framework of performance management. The tasks and targets which arise from the role will be monitored and amended in-light of changing needs of the school and in order to provide further opportunities for the professional development of colleagues.

The job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. The post-holder will undertake any duties at the request of the Headteacher appropriate to the post-holders remit.

Howden School is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service (DBS) is required prior to appointment.