

The Chantry School – Job Description

Name:

Job Title: Cover Supervisor

Accountable to: Assistant Headteacher

Accountable for: Supervision of classes in absence of regular class teacher

Hours: 28.75 hours per week

Salary: NJC Pay Spine 5-6 (point dependent on experience)

Last Review:

Purpose of the Job

- To work under the guidance of teaching staff and within an agreed system of supervision.
- To implement work programmes with individual/groups in or out of the classroom, including the supervision of whole classes during the short-term absence of teachers. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting or to allow time for planning, preparation or assessment. The Headteacher's professional judgement will determine the deployment of a cover supervisor.

Specific Accountabilities

- Supervise work that has been set in accordance with school policy.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment and report back, as appropriate, using the school's Behaviour for Learning procedures on the behaviour of pupils during the class and any issues arising.
- Respond to questions from pupils about processes and procedures.
- Assist pupils to undertake set activities as appropriate.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils.
- Attend and participate in meetings.
- Participate in training and other learning activities as required.
- Undertake planned supervision of pupils' out of hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect changing roles and responsibilities.
- Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

This job description is an outline of the main responsibilities of the post and is not intended to be a comprehensive list of all duties. The post holder may be required to undertake other tasks appropriate to the level of the post as the Headteacher may require. It may be reviewed from time to time and be subject to modification or amendment after consultation with the post holder.

Signed Date

Signed Date.....

Postholder

Headteacher