



Job Description			
Job Title	Cover Supervisor	Job Holder	
Author	Jo Evans	Line Manager	Deputy Head Teacher i/c Curriculum
Date Reviewed		Next Review Date	
Level	5	SCP	
Hours	35	Weeks	Term Time and INSET

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role
<ol style="list-style-type: none"> To cover lessons across the school in the absence of teaching staff To provide in class support To deliver aspects of our intervention programme

Responsibilities. To:	
1.	Create a positive working environment so that the learners can be engaged in the work set for them by their classroom teacher
2.	Ensure that planning is followed and particular support is provided for children, including those with special needs, ensuring their safety and access to learning activities
3.	Take responsibility for improving subject knowledge by seeking support from the Year Leader as required and attending any relevant CPD sessions including weekly INSET
4.	Assist with the implementation of Individual Education Plans, Behaviour Plans and Care Plans as required
5.	Establish constructive relationships with children and positively interact with them
6.	Update the attendance registers in Arbor and any other records as required
7.	Explain the task and activities clearly to the learners, having regard to any health and safety issues that may arise (for example with the use of equipment). Provide further explanations as needed and clarify instructions and ideas as appropriate
8.	Promote good behaviour, in line with the school's Behaviour policy, dealing promptly with conflict and incidents, recording them on Arbor and escalating if necessary
9.	Provide feedback to children in relation to progress and attainment in line with the school policy
10.	Provide relevant feedback to class teachers following lessons with a focus on the progress and attainment for individuals and groups of children
11.	Deal with any immediate problems or emergencies in accordance with the school's procedures and policies.
12.	Collect completed work and equipment at the end of the lesson and return it to the appropriate teacher/place as required.
13.	Dismiss classes/individuals in line with school procedures, ensuring that the classroom is left appropriately.
14.	Carry out effective playground supervision at break and lunchtimes in the Dining Hall and on the playground
15.	Provide first aid support to all children, keep effective records and escalate in line with the school policy. Contact parents where necessary.



16.	Establish and develop a good relationship with parents and carers encouraging dialogue, cooperation and partnership
17.	Provide support to the Year 3 and 4 teams under the direction of the DHT and Year Leaders during any free periods

Other Duties	
9.	Undertake such other duties as reasonably correspond to, and are commensurate with, the general character of the post.
10.	Contribute to and exemplify the values of Claycots School. The post-holder will be expected to comply with any reasonable request from the Leadership Team to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
11.	Carry out one session per week of cover in the school's extended care provision
12.	Understand and comply with the Support Staff Standards at all times.
13.	Actively promote the inclusion of all children into whole school activities.
14.	Actively seek opportunities for professional development.
15.	Be aware of and respect all children's religious beliefs and cultures.
16.	Support, promote and comply with decisions and policies agreed by the Leadership Team and the governing body.
17.	Develop effective, professional working relationships with colleagues
18.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.

Compliance	
19.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
20.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
21.	In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You



	must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times
22.	To follow the school's policy and procedure in the recording of appropriate incidents on CPOMS and escalate to the Designated Safeguarding Lead as necessary.
23.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
24.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.