



# KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

## JOB DESCRIPTION – COVER SUPERVISOR

<b>Grade:</b> <b>Hours:</b> <b>Responsible to:</b> <b>Direct line-management</b>	Grade 14 Actual salary: £28,624 and Pro Rata actual salary £25,142 Full Time TTO <b>Monday 08:00-16:00, Tuesday-Friday 8.00-15:45 TTO Lunch from 13:20 – 13:50</b> Director of Teaching and Learning.
<b>Main Purpose:</b>	<ul style="list-style-type: none"><li>● To provide registration and lesson cover for absent teaching staff in all required lessons.</li></ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>● To cover lessons and ensure the students engage in the resources provided, maintain student behaviour and support students in the classroom.</li><li>● Complete accurate registers on Arbor during the first five minutes of each lesson.</li><li>● To provide break duty cover at required locations on the school site in the absence of the timetabled staff member.</li><li>● To provide classroom and or activity support for the Alternative Wednesday afternoon programme as required.</li><li>● To support administrative tasks and reception cover. Specific tasks will be directed by the Head's P.A.</li><li>● Work with the Operations Administrator to ensure the smooth provision of cover.</li><li>● Attend all classroom based professional development opportunities.</li><li>● Be aware of and implement classroom routines for Teaching and Learning.</li><li>● Use devices to check understanding during cover lessons and to provide students with feedback, where appropriate.</li><li>● Liaise with the SEND department and be aware of Pupil Profiles to adapt practice for SEND students during cover lessons.</li><li>● To deliver or support academic intervention where required.</li></ul>
<b>Health and Safety:</b>	<ul style="list-style-type: none"><li>● To comply with the requirements of the Health and Safety at Work regulations.</li><li>● To take reasonable care for the health and safety of themselves and for others.</li><li>● To cooperate with the employer in ensuring that health and safety responsibilities are carried out.</li></ul>
<b>Support for the School:</b>	<ul style="list-style-type: none"><li>● Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.</li><li>● To be aware of and comply with all school policies and procedures in particular relating to safeguarding, health and safety, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff.</li><li>● To be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.</li><li>● To contribute to the school ethos, aims and development/improvement plan.</li><li>● To work as part of a team, appreciating and supporting the role of other people within the team.</li><li>● To be a first aider (Training will be provided)</li><li>● To attend and participate in meetings as required.</li><li>● To attend all INSET days.</li></ul>