

## Job Description: Cover Supervisor

**Reports to: Business Support Coordinator**

**Pay Scale: Band 1-2**

**Working hours: 37.5 hours per week, Term time only**

### Role Summary:

To supervise classes across the curriculum during short-term staff absence and ensure that work set is completed in an orderly manner. To contribute to raising standards by providing support to faculties and the whole Trust.

### Key Tasks and Activities:

- Communicating to pupils the work that has already been set for their lesson.
- Supervising the work in accordance with Trust's policy.
- Mark the class register as appropriate.
- Manage pupils' behaviour in line with Trust's policies to ensure a constructive working environment.
- Informing the Head of Department of non-participation or poor behaviour on the part of individual pupils.
- Respond to pupils' questions where appropriate, for example about process and procedures.
- Deal with any problems or emergencies according to the Trust's policies and procedures.
- Collect cover work and timetable for the day from the cover manager.
- Returning completed work faculties at the end of the day.
- Complete the feedback report on the behaviour of pupils during the class and any issues arising.
- Attending morning briefing as appropriate.
- Liaising with TAs in the classroom regarding individual students when necessary.
- Ensuring that the classroom or other workspace is left in an organised, tidy state at the end of the lesson.
- Work flexibly throughout the school day as required.
- Supporting the departments with the preparation of resources, classroom displays, filing etc as requested
- Assisting with the invigilation of examinations as required.

### Key Skills and Competencies:

- Present information and ideas clearly, by using language appropriate to audience
- Ability to work well under pressure
- Competence with IT
- Positive, can-do outlook with a calm, friendly but firm, authoritative manner
- Diligence and commitment to doing an excellent job every day

### General Accountabilities

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.