

# JOB DESCRIPTION



## TEACHING COVER SUPERVISOR

**Responsible to:** Assistant Principal (Curriculum)

**Main purpose:** Provide cover for lessons as and when required.

**Duties and responsibilities:**

1. In the absence of a teacher, to be solely responsible for a class of students ensuring they are engaged and supported in a learning activity. Cover work will usually be provided, however in some cases the Cover Supervisor is required to use some initiative and creativity.
2. When not supervising lessons the Cover Supervisor is managed by the Education Leadership Team (ELT) fulfilling the role of a Student Support Assistant, including care and other duties associated with that role.
3. Liaise with teachers/other relevant staff with regard to work set for a class to be equipped and informed to be able to effectively supervise the assigned lesson.
4. Feedback to the teacher on student engagement and on any issues that may have arisen in the cover lesson(s).
5. Prepare, monitor and maintain a safe and secure learning environment in line with the lesson plan.
6. There are no non-contact periods associated with this role, unless arranged as part of long-term cover arrangements.
7. Carry out other comparable duties as required by the Education Team.
8. To invigilate internal and external test and examinations under formal conditions.
9. Maintain high standards of safety and observe good practice in relation to health and safety and safeguarding in all issues and report any concerns to line management a Designated Safeguarding Lead (DSL).
10. Proactively observe and comply with all school policies and procedures including those relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person following the relevant recording and reporting processes.
11. Be aware of and integrate in own practice the principles of Keeping Children Safe in Education.
12. Maintain a flexible "can do" approach.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the post. It is not a comprehensive list of all tasks that the postholder will carry out. This job description may be amended at any time in consultation with the postholder.

This role involves contact with and responsibility for children and young people and will be engaged in regulated activity. The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against DBS.