



Post Title:	Cover Supervisor
Accountable to:	Assistant Headteacher, Teaching and Learning
Pay Scale:	ERYC Grade 4B

MAIN PURPOSE OF THE JOB

To provide supervision for classes during the absence of Subject Teachers using pre-planned lessons and materials provided by the department.

The post holder will have specific responsibility to:

- To supervise classes in the absence of Subject Teachers, ensuring that students are able to work in an atmosphere that is conducive to quality learning
- To ensure students are provided with the necessary resources left by the absent teacher to facilitate learning
- To register and record student attendance in lessons
- To instruct students in relation to work left by the Subject Teacher or Head of Department.
- To answer students' queries in relation to the instructions left by the Subject Teacher or Head of Department
- To work closely with Head of Department and Subject Leaders to ensure a quality approach to the curriculum is maintained
- To liaise with Head of Department in relation to the work set by Subject Teachers as appropriate
- To supervise the class for the duration of the lesson
- To ensure classes enter and leave classrooms in an orderly manner
- To ensure the classroom is left tidy and ready for the next lesson after dismissing the class
- To report to the Subject Leader as appropriate to discuss planned work
- To assist in establishing and maintaining good order within the school, including undertaking other duties as necessary
- To follow school policies and procedures
- To participate in meetings relating to the efficient management of the school or the aim of raising standards
- To supervise Support Staff, Teaching Assistants, Technicians and Instructors allocated to the class being supervised
- To perform the role of Form Tutor in checking equipment, uniform and dealing with parents
- To support the work of the school's tutoring and extra-curricular programmes

General Duties and Responsibilities:

- Carrying out administrative tasks associated with the above duties as directed by the teacher, i.e. photocopying, writing short reports concerning individual students.
- Supporting teachers/support staff with displays of students' work.
- Assisting with lunch and break time supervision of students on a rota basis.
- Helping with educational visits and outings.
- Attending staff meetings, teacher training days, and training courses as appropriate.
- Other duties as agreed with the Line Manager, as may be reasonably required, commensurate with the character of the post and level of responsibility.
- Invigilate exams/tests when required
- Supervise study/homework clubs

Qualifications/Experience/Personal Qualities needed for the role:

- Level 2 English & Maths
- School experience essential
- Knowledge of the Curriculum

Other:

Bridlington School has high expectations of all its employees to ensure that they provide a professional service to our young people and the community of Bridlington and beyond.

Appraisal Targets will be aspirational and set on an annual basis in discussion with the Line Manager.

This Job Description is intended to highlight the main responsibilities and expectations for the post holder and is not the entirety of what a member of staff may reasonably be required to complete in line with the priorities of the organisation. Neither is it intended to highlight the amount of time which should be spent on each task.

As a member of staff of Bridlington School:

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of students
- Aspire to develop your professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of the school
- Contribute to systems of evaluation and performance of the organisation positively

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This Job Description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required

Employee signature:	
Print Name:	
Date:	