

Saracens High School Job Description

Job Title: **Cover Supervisor**

Responsible to: **Assistant Principal**

The main purpose of this role cover lessons during staff absence.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every pupil

Your key responsibilities as a **Cover Supervisor** are to:

- Record the attendance of pupils in each lesson covered
- Deliver learning activities to pupils as set by the teacher and supervise pupils while engaged in learning activities
- Ensure that, as best as possible, learning objectives set by the teacher are achieved
- Engage with the Saracens High School teaching and learning ethos and behaviour for learning policy to ensure that lessons promote pupil engagement and excellent behaviour
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on the conduct of lessons
- Ensure completed work is collected and stored, or passed to the appropriate colleague
- Respond to any questions from pupils about process and procedures
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Be aware of, and comply with, policies, procedures relating to safeguarding, health and safety, and data protection and report all concerns to an appropriate person
- Engage with teaching and learning training

On occasions, when cover is light, such as at the beginning of terms, Cover Supervisors may also be required to carry out the following tasks:

- Work with teaching staff to support SEND pupils in their lesson
- Help with the supervision of pupils isolated for lessons
- Carry out suitable administrative tasks

Other Professional Requirements

- To act as a Learning Coach to a group of approximately 15 pupils, developing a positive relationship with them and their families and acting as the primary contact with home. Taking the morning registration, meeting with children 1-1 or in small groups, and supervising their home learning in the afternoon Learning Group session (Monday-Thursday)
- Contribute with the school enrichment programme through inspiring others with your talents or passions.
- To take part in family lunch and contribute to the duty rota as necessary
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person

- To adhere to school Health and Safety policy including risk assessment and safety systems
- To adhere to school policy on equality and diversity
- To contribute to the overall ethos/aims of the school
- To appreciate and support the roles of other professionals
- To participate in training opportunities and professional development as required
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

These key accountabilities outline the main areas of the role: they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Principal.