



Beauchamps High School

Job Description

Job Title:	Cover Supervisor
Grade:	LGS Scale 6 (pts 12-17)
Responsible to:	The Headteacher/Assistant Headteacher
Purpose of the job:	To supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep pupils on task. Cover Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).

During periods when not used as a Cover Supervisor, staff will be expected to provide support to departments in the form of 1:1 tuition, display work, administrative and other general support.

Duties and responsibilities:

SUPPORT FOR STUDENTS

- Supervise students engaged in learning activities
- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all students within the classroom
- Keep students on task and respond to general queries

SUPPORT FOR TEACHERS

- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher
- Promote positive values, attitudes, and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

SUPPORT FOR THE CURRICULUM

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

**SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required
- Attend relevant school meetings as required
- Respect confidentiality at all times

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.