

Job Description for Cover Supervisor

Objectives of the role:

- To supervise classes in the absence of a teaching member of staff, ensuring purposeful learning, as per statutory regulations.
- To support behavior management within the classroom and across the school.
- To support pupils in isolation when not supervising a lesson,
- To be an ambassador for the school presenting the highest standards of respect and confidentiality at all times.
- To assist in the smooth and efficient running of the school.

Principal responsibilities:

This is a varied and exciting role which includes but is not limited to the responsibilities listed below.

- Initiate, build and maintain good working relationships with staff, pupils, parents and other community users.
- Adopt a positive, calm and professional attitude at all times.
- Maintain confidentiality at all times.
- To supervise a class of pupils when the timetabled member of the teaching staff is absent, as per statutory regulations.
- To understand and implement the School Behaviour Policy and Code of Conduct including the issuing of rewards and sanctions within the school's guidelines to ensure a constructive environment.
- To ensure that good order and safety of the pupils being supervised including an orderly start and finish to the lesson.
- To keep accurate attendance records of pupils in supervised lessons.
- To provide pupils with clear information and instructions relating to the work to be completed by them and ensure that the work is completed as set by the teacher.
- To respond to any questions from pupils about the work set, processes and procedures.
- To help pupils with the organisation of the work set and the materials and resources provided.
- To leave the classroom in good order and secure at the end of the lesson.
- To return work completed in lessons and information such as class register, textbooks, and equipment to the appropriate teacher.
- To report, as required, any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff through the School's behaviour and support systems.
- To use ICT effectively to support learning activities.
- To liaise with the appropriate staff such as Heads of Department with regard to the work that has been set so that requirements are fully understood.
- To deal with any immediate problems or emergencies according to the School's policies and procedures.
- To supervise registration, prep or other sessions in the absence of the Form Tutor/Staff members completing required documentation/data entry.
- To provide supervision during change over and break times as required.
- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy.

- To attend parents' evenings, open days, meetings, CPD and school events as required.
- To assist in escorting pupils on educational visits and to participate in extracurricular activities as required.
- To keep up to date with developments and changes in the national curriculum.
- Cover for absent colleagues.
- Undertake any tasks as reasonably directed by the Head teacher or designated Senior Staff.

All Trust employees are also expected to:

- Be aware and comply with all school policies and procedures, particularly those relating to Safeguarding, confidentiality and data protection.
- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of pupils at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Contribute to the overall ethos and aims of the school.

Conditions of Service:

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust or one of its schools must be reported to the Headteacher of your current school.

Kingsbridge Educational Trust are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the Trust/School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Disclosure and Barring Services (DBS) check.