

ST PETER'S SCHOOL – BOURNEMOUTH

Job Description

Cover Supervisor

Post Holder

Salary BG3, Scale Point 20

Contractual Weeks Term Time only

Contractual Hours 30 hours per week

ROLE AND RESPONSIBILITIES

Reporting to the School's Cover Manager, this is primarily a role based in the classroom or other learning environment.

To supervise and support students engaged in learning activities during the short-term absence of the class teacher.

Cover Supervisors will have high expectations of all students and respect for their social, cultural, linguistic, religious and ethnic backgrounds.

To carry out such other duties and responsibilities as agreed with the Deputy Headteacher/ Supervisor and/or Line Manager.

MAIN DUTIES

- Take sole charge of a group or class of students in the short-term, or unforeseen absence of their usual teacher.
- Communicate effectively with students to support their learning.
- Responding to any questions from students about process and procedures and the work they are engaged in.
- Support student use of associated resources.
- Manage the behaviour of students whilst they are undertaking work, to ensure a constructive learning environment.
- Promote and support the inclusion of all students in the learning activities in which they are involved.
- Collect completed work and resources after the lesson and return it to the appropriate teacher/ subject leader/ department.
- Promote positive values, attitudes and good student behaviour.
- Register attendance in accordance with School Policy.
- Report back, as appropriate, using the School's agreed Referral Procedures on the behaviour of students during the lesson(s) and any issues arising.
- To provide assistance with administrative tasks within the Cover Supervisor Team as determined by the Cover Manager

Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or the Cover Manager

Signed Date

Post Holder

Signed Date

School Business Manager

Agreed May 2018

Review May 2019