

Outline Job Description

Cover Supervisor

Post Held	Cover Supervisor
<p>General Duties</p>	<p>To provide up to 52 periods of cover per fortnight (subject to demand, pro rata) (Only in exceptional circumstances would there be a requirement for more than 52 periods of cover)</p> <p>During weeks in which the demand for cover is less than 52 periods per week, the Cover Supervisor is to provide curriculum/administrative support within a specified curriculum area</p> <p>Supervising and supporting students to complete work left in accordance with the school policy</p> <p>Assisting in preparing the learning environment and the materials used therein</p> <p>Managing student behaviour in accordance with school policy to ensure a constructive working environment</p> <p>Responding to students about the work that has been set</p> <p>Collecting any work completed after the lesson and returning it to an agreed person/place</p> <p>Leaving the room in good order at the end of the lesson</p> <p>Supervising entry and departure of students in accordance with school policy</p> <p>Recording and reporting attendance at lessons in accordance with school policy</p> <p>Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any other issue arising.</p> <p>Dealing with any immediate problems or emergencies according to the schools' policies and procedures.</p> <p>Following school policies and procedures especially those relating to child protection and health and safety</p> <p>Following safeguarding procedures as outlined by the DSL and listed within relevant policies</p> <p>Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate</p> <p>Where appropriate attending events and meetings outside normal school hours</p>
<p>Reporting to</p>	<p>Senior Assistant Principal: Teaching, Learning & Performance/Data & MIS Manager</p>