

JOB DESCRIPTION: Cover Supervisor – Fixed term contract

Salary: Scale 4, point 9 (range 9 - 11) (£20,903 - £21,748 full time equivalent)

Hours of work: 30 hours per week, (term time only, plus 5 training days).

Fixed term contract until 31st August 2020

Line of Responsibility

The Cover Supervisor is directly responsible to the Cover Manager

Job Content

Strategic Purpose

To supervise classes across the curriculum in following a programme of study during the short-term absence of their class teacher at Comberton Village College. For suitably qualified individuals this could include supervision of physical education lessons.

Operational Responsibilities

Cover Supervisor

- Under the direction of the appropriate teacher, supervise pupils in class during the absence of their class teacher.
- Attend staff briefings and whole staff meetings.
- Take class registers, as and when appropriate.
- Liaise with Heads of Department, where possible, to ensure that instructions are clarified.
- Liaise with TAs regarding individual pupils being supported in class.
- Administer clear instructions, based on the detailed work set, and to actively participate in the supervision of the class.
- Inform the class teacher of any non-participation/behavioural difficulties of individual pupils.
- Provide feedback on learning activities and contribute to school review and development planning.
- Contribute to behaviour management within the school, in accordance with the school's behaviour policy.

Support to Heads of Year/Heads of Department Administration

- To provide support/administration under the direction of the Heads of Year/Heads of Department.

Exam Invigilation

- Assist with the invigilation of examinations, as and when requested to do so.

Possible additional areas of responsibility

- Assist with covering the medical room, as and when requested to do so.
- First aid cover (training provided).

Support for the School

- Attend and actively participate in whole Staff Meetings
- Contribute to the maintenance of a safe and healthy environment
- Contribute and participate in school events and activities
- Develop and maintain effective working relationships with other staff and parents/carers

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- S/he is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- S/he shall uphold the school's policy in respect of child protection and safeguarding matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.
- S/he shall be subject to all relevant statutory and institutional requirements.
- S/he may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.