



Job Description

Support Staff Posts

JOB TITLE: Cover Supervisor
REPORTS TO: The Cover Manager
HOURS OF WORK: 8.15am to 3.15pm

Job Purpose:

To ensure that students have a meaningful and purposeful lesson in which learning takes place within an appropriate environment even though the normal teacher is absent. As part of a team to ensure that the wellbeing of pupils enhances their learning opportunities.

Key Accountabilities:

- To teach the given lesson plan using the resources provided
- To assist with preparation and adaptation of teaching materials and worksheets as necessary.
- To have an active role within the lesson either leading the lesson or helping individuals or small groups
- To return all work and resources as directed.

Relationships:

- Establish good working relationships with class teachers and work effectively with other staff.
- Engage positively with students and form constructive relationships to ensure good behaviour management in all lessons.

Task List

Daily Action

- Collect your daily job sheet. Work set will be either in the cover folders in the staffroom or within the classroom – the HoD should be able to inform you

Registration

- Cover supervisors will be asked to complete tutor registers on some occasions. Where they are not assigned initially, cover supervisors should be available in the staffroom just before registration in case of a last minute need
- Cover supervisors are required to take registers in every lesson and these are to be passed to the class teacher clearly stating the date, class and period.

Work Set



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- Absent staff are expected to set appropriate work which the cover teacher is able to deliver even though they may not be a subject specialist. Due regard should be given by the teacher to the classes ability and general behaviour when setting work. If the cover supervisor has any issues with the work set he/she should raise it with the HoD (or his/her deputy) in the first instance and subsequently with the cover manager
- If the teacher has booked an ICT room for the class, the cover manager will have been informed and the room change will appear on the daily sheet
- Where work is not set by the absent teacher, the HoD (or his/her deputy) should provide suitable work in time for the start of the lesson – the cover supervisor will inform the HoD or his/her deputy of the missing work as soon as possible. The cover supervisor should also inform the cover manager at some point during the day so that he is informed and can speak with the teacher/HoD.

Behaviour issues

- Ensure appropriate behaviour is maintained at all times. Cover supervisors must ensure that they are fully conversant with the college behaviour and reward policies
- Where support is necessary they should use the safe timetable and HoD and for more serious incidents HoY or SLT on call
- Students unable to behave are to be dealt with in the first instance by the cover supervisor (in line with the college policy) and reported to the class teacher. Unacceptable behaviour by the student is referred to the HoD and dealt with within a departmental setting. It is imperative that the HoD is informed so that he/she can follow this up
- Pupil good behaviour is expected and should only be rewarded with an acknowledgement and praise comment. Exceptional work however should be rewarded by commendations in line with the department and college policy. However these should not be issued like 'confetti' as it devalues the system

Work Context:

- To assist the class teacher in maintaining a safe and secure environment and follow school procedures on behaviour management, confidentiality, child protection and health and safety
- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.

Other

- To commit to the college performance management programme, reviewing your own contribution to the organisation and participating in CPD as required to meet the

requirements of your job role and meet legislative requirements.

- Perform any reasonable duties as requested by the headteacher