

## Job Description – Cover Supervisor

St Martin's School (SMS)

<b>Job Title</b>	Cover Supervisor
<b>Grade</b>	Scale 5 Point 9 £21,778.90
<b>Reports to</b>	Headteacher, teaching staff, cover manager
<b>Responsible for</b>	Class Teaching
<b>Liaison with</b>	Teaching staff, support staff, Headteacher, pupils.
<b>Job Purpose</b>	<p>To supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep pupils on task.</p> <p>Cover Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).</p> <p>Cover Supervisors will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.</p>
<b>Principal Accountabilities</b>	<p>Supervise pupils engaged in learning activities</p> <p>Provide objective and accurate feedback to the teacher on the conduct of the lesson</p>
<b>Duties</b>	<p><b>SUPPORT FOR PUPILS</b></p> <ul style="list-style-type: none"><li>• Act as a role model and set high expectations of conduct and behaviour</li><li>• Promote the inclusion and acceptance of all pupils within the classroom</li><li>• Keep pupils on task and respond to general queries</li></ul> <p><b>SUPPORT FOR TEACHERS</b></p> <ul style="list-style-type: none"><li>• Keep appropriate records as agreed with the teacher</li><li>• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</li></ul> <p><b>SUPPORT FOR THE CURRICULUM</b></p> <ul style="list-style-type: none"><li>• Support the use of ICT where appropriate</li><li>• Make appropriate use of equipment and resources</li></ul> <p><b>SUPPORT FOR THE SCHOOL</b></p> <ul style="list-style-type: none"><li>• Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li><li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li><li>• Participate in training and other learning activities as</li></ul>

	<p>required.</p> <ul style="list-style-type: none"> <li>● Attend relevant school meetings as required.</li> <li>● To respect confidentiality at all times.</li> </ul>
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