

## THE JOHN COLET SCHOOL

### JOB DESCRIPTION

<b>POST:</b>	Cover Supervisor
<b>GRADE:</b>	Range 3
<b>PATTERN:</b>	8.05am start time - 6 hours a day
<b>RESPONSIBLE TO:</b>	Headteacher's PA/Cover Manager

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

### DUTIES AND RESPONSIBILITIES

1. To report to the Cover Manager each morning to collect the day's timetable.
2. To supervise classes when their normal teacher is absent. This to include:
  - i. Morning and afternoon registration of classes according to school policy
  - ii. Taking of class register at beginning of each lesson
  - iii. Presenting the pre-set work to the class distributing resources where indicated
  - iv. Supervising the pupils
  - v. Maintaining good order during the lesson in line with the school's behaviour and discipline policies
  - vi. Checking that pupils are on task and doing the work set
  - vii. Collecting in and checking resources
  - viii. Setting pre-set homework where appropriate
  - ix. Dismissing the class in line with school policy
  - x. Providing written feedback to the absent teacher using the appropriate proforma
  - xi. Providing verbal feedback to the Cover Manager.
3. When not required for cover at a particular time, to provide administrative support to Departments (for example data entry, stock taking, sorting of resources) and the School Office.
4. To assist with cover in the medical room at times of need.
5. To provide support to students during periods of contact and help promote a general feeling of well-being within the School.
6. To participate in the School's appraisal system.
7. To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.
8. To undertake other work as directed by your Line Manager.

**The duties of this post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.**

"This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation"

May 2018