



# JOB DESCRIPTION

**JOB TITLE:** Cover Supervisor

**REPORTS TO:** Office Manager

**SALARY:** Grade 13 FTE £25,989 - £28,142 Actual £17,336 - £18,772

**WORKING HOURS:** 29 hours 35 minutes per week (08:35 – 15:05 Monday to Friday) minus a 35 minute break

**WORKING WEEKS:** Term time only

**PAID WEEKS:** Less than 5 Years' service: 43.5069 weeks (including statutory holiday entitlement)

More than 5 Years' service: 44.0877 weeks (including statutory holiday entitlement)

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## MAIN PURPOSE OF JOB

To supervise whole classes during the absence of teachers (planned or unplanned), giving instructions for the lesson as provided by a teacher with the primary focus on maintaining good order and ensuring students are on task.

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## MAIN RESPONSIBILITIES AND DUTIES

- Supervises the work of whole classes set by the class/subject teacher in accordance with school policy and ensures students are engaged in learning activities.
- Keep students on task and respond to general queries whilst managing the behaviour of students to ensure a positive and constructive learning environment.
- Promote the inclusion and acceptance of all students within the classroom, promoting positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with school policies and encourage students to take responsibility for their own behaviour and actions.
- Register and record student attendance in lessons.
- Collect completed work after the lesson and return it to the appropriate teacher.
- 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.
- To respect confidentiality at all times.

## CONTACTS AND RELATIONSHIPS

Liaises proactively and positively with students, colleagues, Senior Leaders, supply teachers and other stakeholders, including trustees, parents / carers, visitors, volunteers, local schools and colleges, promoting the school in a positive light and secure the best outcomes for the students of the school.

Read and understand key documents & policies: **Child Protection & Safeguarding Policy, Keeping Children Safe in Education, Staff Code of Conduct, IT Acceptable Use Policy, and the Data Protection Policy**, ensuring that procedures are adhered to.