**Sanders** *Draper*

**Cover Supervisor Job Description**

**Job Profile**

Job title: Cover Supervisor

Grade: Scale 4

Reports to: AHT

Staff managed (if any): None

**Job purpose and context**

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 students on task. Cover Supervisors will respond to general questions and provide general feedback to teachers. Rarely and in agreement will you be required to undertake ‘specified work’ (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).

**Roles and responsibilities**

• Supervise pupils engaged in learning activities

• Act as a role model and set high expectations of conduct and behaviour

• Promote the inclusion and acceptance of all pupils within the classroom

• Keep pupils on task and respond to general queries

• 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

• Support the use of ICT where appropriate

• Make appropriate use of equipment and resources

• 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

• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

• Participate in training and other learning activities as required

• Attend relevant school meetings as required

• To respect confidentiality at all times

**Notes:**

1. The school expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that it not specified in the job profile but which is within the remit of the duties and responsibilities.

2. The Postholder will be expected to carry out any reasonable directed task as requested by the Head Teacher

3. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.

4. This job profile will be subject to review with the postholder after one year and may then be reviewed from time to time

Signed ………………………….. Date ……………….

Signed……………………………… Date ……………….

Head Teacher

