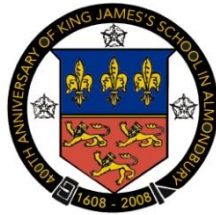


## KING JAMES'S SCHOOL



### JOB DESCRIPTION

**POST TITLE: Cover Supervisor**

**GRADE: 7 (SCP 14 – 17)**

#### **PURPOSE OF POST**

To work as part of a team including teachers and other support staff to support the learning and welfare of all students.

To provide practical support for learning, educational activities, and for securing students physical and emotional wellbeing.

To provide short term cover in the absence of a classroom teacher.

#### **KEY AREAS**

1. Teaching and Learning Support
2. Student Support/Supervision
3. General
4. Safeguarding

#### **DUTIES AND RESPONSIBILITIES**

##### **Teaching and Learning Support**

- To undertake short term cover in the absence of the class teacher administering pre-planned activities to whole classes
- To assist in training new and temporary members of the team, particularly on behaviour management strategies
- To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring that appropriate evidence is available
- To deal with any immediate problems or emergencies in accordance to the schools policies and procedures
- To report back, as appropriate, on the behaviour of students and any issues arising

### **Student Support/Supervision**

- To liaise with appropriate staff, to supervise students during the mid-day break
- To manage the behaviour of students whilst they are undertaking their work and to ensure there is a constructive environment in the lesson
- To respond to any question from students about the work procedures they are doing

### **Safeguarding**

- As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

### **General**

- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications.

**RESPONSIBLE TO: THE VICE PRINCIPAL**