

**JOB TITLE: COVER SUPERVISOR**

**GRADE: 7**

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### **PURPOSE OF JOB**

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 and other educational activities,

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

### **KEY AREAS**

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

### **DUTIES AND RESPONSIBILITIES**

#### **1. Teaching Learning Support**

- 1.1 To undertake short term cover in the absence of the class Teacher administering pre-planned activities to whole classes.
- 1.2 To provide objective and accurate feedback and reports as required to the teacher on pupil/student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- 1.3 To deal with any immediate problems or emergencies in according to the school's policies and procedures.
- 1.4 To report back as appropriate on the behaviour of students during the class and any issues arising.

#### **2. Student Support/Supervision**

- 2.1 In liaison with appropriate staff, to supervise the students on the school site.
- 2.2 To manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment in support of learning.
- 2.3 To respond to any question from pupils/students about process and procedures.

### **3. General**

- 3.1 The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.**

As part of your wider duties and responsibilities you are required to promote and actively support the school 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. Please refer to the Safeguarding Policy on the school website [www.snhs.uk](http://www.snhs.uk).

- 3.2** Carry out your duties with due regard to current and future school 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.

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**RESPONSIBLE TO:       Principal / Class Teacher / Head of Dept**

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**RESPONSIBLE FOR:     None**

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