



Job Description

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| Job Title: | Cover Supervisor |
| Grade: | Grade 5 Spine Point 7 - 10 |
| Salary: | £25,629 - £26,913 (FTE) £21,733 - £23,222 (Actual salary dependent on qualifying local government service) |
| Work Pattern: | 36 hours, Term time plus 1 week, (39 weeks including Inset Days) |
| Reports To: | Director of Sixth Form |
| Staff Managed (if any): | None |

The Cover Supervisor role at Drapers' Academy is an important one in ensuring that all of our pupils have a consistent and high quality learning experience even when teaching staff may be absent.

Our Cover Supervisors will supervise and manage individuals, groups and whole classes either on their own or in the presence of a teacher and/or teaching assistant. They will also supervise/cover classes without the presence of a teacher in the event of planned or unplanned absence by other teachers in the school. The Cover Supervisor will not be responsible for the planning or preparation of lessons, materials or resources, or detailed evaluation and pupil assessment.

The Cover Supervisor will be primarily responsible for the maintenance of good order and focused activity: this requires strong behaviour management skills and the ability to communicate effectively.

Main Duties and Responsibilities

Subject to the direction of a teacher:

- Supervise/cover classes in the absence of a teacher for either unplanned or planned absence.
- Supervise detentions and/or in-school sessions where pupils may have been removed from classes.
- Invigilate and supervise national and school examinations, tests and assessments.
- Supervise pupils, on or off school premises, in the context of trips, visits, concerts, assemblies and contribute to the planning and organisation of such events.

- Manage pupils' behaviour and discipline in accordance with the policies and procedures of the school and report back to teachers on pupils' behaviour and discipline.
- Describe and explain learning activities, answering queries, giving direction and assisting with differentiated tasks and materials.
- Complete registers and/or use the school's attendance recording systems and make oral and/or written feedback to the supervising teacher responsible for the relevant activity.
- Support pupils in the use of ICT.
- Take part in relevant training and development, assessment of performance (in accordance with school policy and practice) and an agreed programme of personal professional development.
- Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviour.
- Take appropriate action to identify, analyse and minimise any risks to health, safety and security in the working environment.
- Cover registration and form time activities as required.
- Provide cover for the Internal Exclusion room if required.
- Take part in relevant training including safeguarding and other whole school training in order to provide a safe and consistent experience for pupils in cover lessons, registrations and other activities.

Additional duties

- Comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.
- This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Academy, following appropriate consultation.