



JOB DESCRIPTION – 2021

Job Title: Cover Supervisor

Reports to: Deputy Head

Department: Teaching

Hours per week: Variable (Daily hours 0800-1815)

Key working relationships

Deputy Head

Heads of Section

Heads of Departments

Head of Co-Curricular and Outreach

Teachers

Students

Job Summary

The Cover Supervisor shall provide cover for absent teachers as circumstances may require, carrying out the functions of the teacher in accordance with the stated aims and objectives of the School, and of the absent teacher's department.

The Cover Supervisor will need to ensure good behaviour of the students and make sure the students engage in learning. They will be required to respond to students' general questions and give feedback to the teacher on broad issues such as behaviour where appropriate.

Duties and responsibilities

Professional duties shall be deemed to include, but not be limited to, the following:

Teaching and Learning

- (a) Supervise and deliver learning activities to students
- (b) Ensure that, as best as is possible, learning objectives set by the teacher are achieved
- (c) Respond appropriately to questions raised by students
- (d) Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of the available resources
- (e) When covering the absence of a Form Tutor, fulfil the duties and responsibilities defined in the Form Tutor's job description
- (f) Contribute to appropriate extra-curricular provision
- (g) Provide classroom assistance and support for individual student needs if necessary.

Other Activities

- (a) Promoting the general progress and well-being of individual students and of any class or group of students assigned to them
- (b) Implement the School's policy with regard to registration, student absence, dress code, behaviour, etc
- (c) Making records of and reports on the personal and social needs of students
- (d) Supervising at break times, including morning break, lunch and after school where needed
- (e) Participating in meetings arranged for any of the purposes described above
- (f) Supervising co-curricular activities as directed.

Administration

- (a) Participating in administrative and organisational tasks related to such duties as are described above
- (b) Attending assemblies e.g. collects, meetings for worship, etc., registering the attendance of students and supervising students, whether these duties are to be performed before, during or after School sessions
- (c) Undertaking such duties and responsibilities as the Head may from time to time direct.

General

The Cover Supervisor is expected to have regard to, and comply with, the provisions of the Staff Handbook which will be issued as a reference guide to enable a common approach to School procedures that must be adopted. Procedures may be changed or updated from time to time as the needs of the School change. Updates will be issued whenever a revision is made.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Child Protection and Safeguarding

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Child Protection and Safeguarding Policy and the requirement to report to the Child Protection

Officer any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.