



Post Title:	Curriculum Cover Supervisor
Reporting to:	Assistant Headteacher/Headteacher
Disclosure level:	Enhanced DBS
Christian Ethos:	To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.
Job Purpose	<p>To provide curriculum cover supervision for classes or groups of pupils whose usual teacher is absent and facilitate lessons at Key Stage 3 and Key Stage 4; focussing on maintaining good behaviour for learning and keeping pupils on task.</p> <p>Cover supervisors will need to respond to questions and actively assist pupils to undertake activities.</p> <p>To undertake other non-teaching duties as directed during non-cover time; including in-class support, production of resource materials, examination invigilation, administration support and duties for absent teachers.</p>
Responsible for:	<ul style="list-style-type: none"> • Curriculum cover supervision on a day to day basis as requested by the Cover Co-ordinator/Assistant Headteacher. • Supervision of subject specific work set by Curriculum / Subject Leaders, and ensure pupils are on task and making relevant progress. • Ensuring that the guidelines for classroom supervision are carried out and pupils meet classroom expectations. • Develop classroom management skills to ensure an appropriate and positive classroom atmosphere is maintained for effective learning. • Act as a role model for pupils by demonstrating a professional approach both in the classroom and around the school. • To be responsible for health and safety of pupils during cover lessons and follow school procedures as required. • To participate in school meetings as required. • To undertake staff duties for absent colleagues. • To undertake training as required (SIMs, IRIS, interactive screens). • To undertake a departmental support assistant role during periods when not required for cover. • To undertake examination invigilation as required. • To provide First Aid to pupils and staff as and when required (training is provided) • To carry out other duties commensurate with the post, as required by the Headteacher. • Own professional development in conjunction with line manager.
If required, Cover Supervisors will also :	<ul style="list-style-type: none"> • Mentoring of pupils, particularly those with social, emotional and / or

behavioural difficulties.

- Supporting and providing cover in the Learning Support Unit during unstructured times of the school day.

In addition, Cover Supervisors will carry out a number of duties around the building at break and lunchtimes, as directed by the Assistant Headteacher.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.