

Job Description

Date: January 2022



Job Title: Cover Supervisor

Reports to: Cover Manager

Band: UQI - 6

To supervise classes in the event of staff absence usually covering one class consistently. To manage and supervise pupil behaviour. To contribute to the maintenance of effective school administration.

General Principles:

- To assist in improving the academic outcomes of all students. To provide high quality leadership of learning for all staff and students.
- To carry out the functions of a teacher at any Ortu Federation school in accordance with the stated aims.
- To support the Trust aims and implement whole school decisions.
- To undertake professional duties commensurate with their post, as delegated by the Principal / Line Manager.
- To be committed to safeguarding and promoting the welfare of our young people.

Principal Duties and Responsibilities:

- Supervising work that has been set in accordance with the school policy.
- Support the Curriculum Plan and learning programmes designed by the teacher.
- Responding to any questions from pupils about process and procedures.
- Providing feedback to the classroom teacher on the pupil's progress against lesson plans, conduct of the lesson. Keeping pupil related records.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Attend meetings and training sessions as required.
- Provide additional support to teachers in classrooms, to carry out administrative tasks when not covering a class.
- Act as a role model, setting high expectations of conduct and behaviour.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Be involved in extracurricular activities, e.g. open days, presentation evenings.

These duties will be varied at the discretion of the Principal / Chief Executive Officer to meet the changing needs of the School / Trust.

As a Trust employee you may be required to work in any of the Trusts locations or within other schools the Trust may be supporting.

I confirm that I have read, understood, and accept, the above job description.

Signed .....Date .....

Signed .....Date .....

