

## **COVER SUPERVISOR**

### **SPECIFIC RESPONSIBILITIES**

Grade 6: Point 21-26

Salary: £20,541 – 23,866 pro rata

Actual Salary: £13,190 - £15,325

Term time only + 5 additional days

**Working Hours:** 27.5 per week

Monday – Thursday: 8.30am – 3.15pm

Friday: 8.30am – 2.25pm

together with an addition 15 minutes per week, as required.

**Responsible to:** Deputy Headteacher

### **KEY RESPONSIBILITIES**

- Check the cover schedule each day and, if necessary, liaise with the Curriculum Leader or Cover Manager to collect work.
- Take sole charge of a class or group of pupils in the event of a teacher's absence.
- Respond to questions and support pupils in the completion of any set tasks.
- Promote positive values, attitudes and good student behaviour, dealing promptly with incidents according to school policy and encourage pupils to take responsibility for their own behaviour.
- Take electronic registers at the beginning of each lesson.
- Collect completed work at the end of the lesson and return it to the teacher concerned, as required.
- Supervise and support the work of pupils in the Seclusion Room, completing any associated administrative tasks.
- Provide administration support for teachers, assist with classroom displays or other whole school administrative tasks, as required.
- Supervise pupils out of class, on school trips or other off site activities, as required.
- Administer tests and invigilate exams, as required.
- Promote inclusion, establish constructive working relationships with pupils, setting high expectations and provide feedback on progress and achievement.
- Undertake 27.5 hours of professional development activities per year.

*The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service.*