

THE ROBERT CARRE TRUST
JOB DESCRIPTION - COVER SUPERVISOR

PURPOSE OF ROLE

The purpose of this role is to supervise classes during the absence of the teacher.

MAIN RESPONSIBILITIES, TASKS AND DUTIES

All responsibilities, tasks and duties to be carried out in line with school guidelines and policies

- To provide in class support.
- To deliver aspects of our intervention programme.
- Provide students with and supervise work that has been set by the teacher.
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive and positive environment.
- Respond to any questions from students and provide support and guidance.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- If required, collect completed students' work after the lesson and pass to the appropriate teacher.
- Complete cover lesson feedback form or equivalent and return to the appropriate teacher.
- Report, as appropriate using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising.
- Be aware of and support difference and ensure that students have equality of access to opportunities to learn, develop and achieve.
- Be aware of and comply with Health and Safety policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service.
- The postholder is required to contribute to and support the overall aims and ethos of the school.
- The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may from time to time be necessary.

SUPERVISION

- The postholder is formally managed by a member of the school's Senior Leadership Team

JOB CONTEXT

- The job is to provide cover for whole classes during the absence of teachers. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting or to allow time for planning, preparation or assessment.
- The postholder, wherever possible, will actively engage in the teaching and learning of students

CONTACTS

The postholder works directly with teachers and students and normally has no routine and regular contact with parents/carers.

KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with students of the relevant age.
- Numeracy and literacy skills of GCSE Grade 4 or above or equivalent in Maths and English.
- Competence in the use of ICT to support teaching and learning.
- Ability to work with a minimum of supervision and within a team.
- Ability to manage whole groups of students within a classroom setting.

GENERAL

- To be responsible for personal continued professional development.
- To adhere to Health and Safety Regulations.
- To keep confidential any issues related to Carre's Grammar School which are deemed confidential.
- To participate in appropriate meetings.
- To read, understand and adhere to all school policies.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

All school staff are expected to make themselves familiar of the policies and procedures and to adhere to these. These can all be found on the website.

This role will be based at Carre's Grammar School but the postholder may be required to work at the other school in the Robert Carre Trust, Kesteven and Sleaford High School.