

Job Description

Job title	Cover Supervisor	Grade	LBR5
School	Valentines High School		
Reports to	Assistant Headteacher		

Main duties and responsibilities

Job Purpose

To provide cover for lessons where a teacher is absent and has set work for pupils to complete

Responsibilities

- To undertake general duties and responsibilities relating to lesson cover.
- To accurately interpret the work set for pupils by absent teachers.
- To support pupils and clarify (on an individual basis if necessary) the instructions given.
- To maintain discipline and order within the classroom by following the school's behaviour policy
- To implement all whole school policies so that pupils' learning and health & safety are consistently supported.
- To undertake training appropriate to the needs of the role.
- To be responsible for the best use, supervision and security of any resources within the classroom.
- To be responsible for the teaching room with regard to its good order, appearance and to comply with the school's Health & Safety Policy.
- To undertake any other duties (when not providing lesson cover) that may reasonably be required of you.
- To advise and co-operate with the headteacher and other teachers on the preparation and development of cover work and its recording.
- To attend assemblies as appropriate if covering a registration period when an assembly is timetabled to take place.
- To register the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Safeguarding Children

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Valentines High School Values & Ethos

To play a full part in the life of the school community, to support its distinctive mission and ethos and where applicable encourage and ensure staff and students to follow this example.

- Support the school in meeting its legal requirements for collective worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with the post holder, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed by.....

Date.....