



JOB DESCRIPTION

Post:	Cover Supervisor
Reports to:	Cover Co-ordinator
Hours per day:	32.5 hours per week / Term Time Only
Salary:	SSP 18 - 24

Overall Purpose

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

To patrol areas of the school as required and take registration; Covering of Lunch duties and being on Call

Cover supervision takes place where there is no active teaching and pupils undertake pre-prepared work/exercises.

Summary of major duties and responsibilities:

- Supervise work including teaching of lessons that has been set by teacher/department
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Respond to questions from pupils.
- Assist pupils to undertake set activities as appropriate.
- Deal with any immediate problems or emergencies according to the schools policies and procedures.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Be responsible for keeping and updating records as agreed with the teacher

- Be aware of and comply with policies and procedure relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in meetings as necessary.
- Supervise pupils on visits, trips and out of school activities as required.

Hendon School is committed to the protection of children and expects all members of the community to support that commitment. All applicants will be required to complete a Disclosure and Barring Service check (of criminal record), thorough references and overseas background checks (where applicable) before an appointment can be confirmed.

Name of role holder:

Date Provided: _____ Initialed by HR Partner/Line
Manager: _____