The Cornelius Vermuyden School

JOB DESCRIPTION

Post Title:	**Cover Supervisor**
Name/Subject:	
	The Post Overview: To supervise classes in the event of an absence to ensure a continuous learning environment for our students. To manage and supervise student behaviour. To contribute to the maintenance of effective school administration.
Specific Responsibilities:	**Support for Students** • Set work that has been planned by a teacher, ensuring students remain on task in a calm and purposeful learning environment. • Take register of student attendance during tutor time and at the beginning of every lesson. • Manage the behaviour of students in the classroom, reporting as appropriate using the school's systems and procedures, on the behaviour of students during the class and on any problems arising • Support students' learning by responding to questions about process and procedures. • Deal with any immediate problems or emergencies according to the school's policies and procedures. • Collect in completed work and resources after the lesson covered and return to the appropriate teacher and supply feedback with regards to any learning or behaviour issues and a report on progress made. • Ensure behaviour issues are followed up appropriately in accordance with the school's behaviour policy. • Act as invigilator, reader and/or scribe during formal and mock examinations and controlled assessments. • Assist with break and lunchtime supervision of students. • To be aware of students specific needs as identified in Individual Education Plans (IEPs) to ensure appropriate assistance is available in lessons **Support for Teachers** • Assist in teachers in lesson to provide additional support as requested. • Assist teachers with classroom and corridor displays as directed. • Assist with educational visits and activities, some of these may be off-site. **Other** • Assist with reprographics and admin tasks as required. • Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school. • Carry out requests from the Senior Leadership Team in a prompt and efficient manner • Attend school events as required and assist with the planning of whole school events by ensuring all resourcing requirements are in place i.e. staffing, rooming etc. This includes supporting in the preparation for public exams. • Undertake role assigned in the event of an emergency as detailed in emergency plans and evacuation procedures

	• Maintain confidentiality and security of personal data at all times ensuring compliance with the Data Protection Act and assist the Business Manager in responding to Personal Data and Freedom of Information requests. • Contribute to the school's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively. • Share good practice across the school. • Take responsibility for your own well-being; • Take responsibility for your own career choices and actively seek CPD opportunities. Participate in training and other development opportunities as required. • Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.
Key Corporate Accountabilities	To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place. To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery To fully comply with the Health and Safety at Work Act 1974 etc., the School's Health and Safety Policy and all locally agreed safe methods of work At the discretion of the Headteacher, such other activities as may from time to time be agreed, consistent with the nature of the job described above
Responsible to:	This role will be line-managed by the Deputy Headteacher in charge of cover.
Salary/Grade:	Band 3 – Point 17-21 32.5 Hours per week, 39 weeks per annum Salary range £17,772- £20,138 Actual salary paid £13,263-£15,029, subject to experience
Notes:	1. This job description is not necessarily a comprehensive definition of the post it will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post.

These duties may be varied or added to in order to meet the changing demands of the school at the reasonable discretion of the Headteacher.

Signed (staff) ……

Date ……

Signed (Headteacher) ……

Date ……