



The Harvey Grammar School

Cover Supervisor

**32.5 hours per week, 38 working weeks per year, 43.6 paid weeks per year
HGS4 - £16,970.59 pro rata to £23,106**

Job Description

Line Manager: Personnel & Administration Manager

Aim of the Role

To supervise whole classes in the absence of the class teacher, ensuring that pupils behave well and engage in the learning activity. Cover Supervisors will give instructions for a lesson as provided by a teacher. The postholder will be required to respond to pupils' general questions and provide feedback to the teacher on broader issues such as behaviour but will not be expected to undertake any planning, preparation, delivery or assessment of pupils' progress and/or development. Cover Supervisors will be subject to general supervision and will act under the professional guidance of teachers.

Responsibilities

This job description lists in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

- To provide cover for absent teachers.
- To set homework previously prepared by the teacher.
- To supervise pupils engaged in learning activities to ensure that the learning objectives set by the teachers are achieved.
- To ensure inclusion and acceptance of all pupils within the classroom in order to promote equal opportunities.
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- To keep appropriate records, as agreed, to enable objective and accurate feedback to the teacher and pupils on the conduct of the lessons.
- To support the use of ICT and other equipment and materials to enable pupils to achieve the learning objectives set by the teacher.
- To register each class using the electronic registration system according to school procedures.
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils.

On occasions when cover is light, such as at the beginning of terms, Cover Supervisors may also be required to carry out the following tasks:

- Offer departments support, including with displays
- Help with the supervision of exams
- Help with the support of pupils both in and out of lessons
- Carry out suitable administrative tasks
- Undertake observations of the pupils and contribute to pupil records.