



Job Description – Cover Supervisor

Post: Cover Supervisor
Salary: **£18,947**
Hours: 8am to 4pm (1/2 hour for lunch) Term Time Only plus INSET days
36 week term
Contract Type: Temporary until 31 August 2021

Reporting to: The post reports directly to the Senior Leader Timetable & Extended Curriculum

Job Purpose: We are seeking to appoint a cover supervisor to deliver pre-planned work in the classroom for absent colleagues. Ensuring that students are engaged in pre-set work, managing student behaviour and ensuring a safe environment.

Main Duties and Responsibilities – Cover Supervisor

- To undertake student registration of a class, as required
- In the absence of a teacher, to be solely responsible for a class of students, ensuring they are engaged in learning activity that has been set by a teacher
- To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills
- To liaise with teachers / other relevant staff with regard to work set for a class, and ensure you are suitably equipped and informed to be able to effectively supervise the assigned lesson
- To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school policy
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans
- To feedback to the class teacher on student engagement in the set work and also on any issues that may have arisen during the covered lesson(s)



- To assist with the organisation of cover for other colleagues and agency staff
- To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment
- To support the school's Behaviour for Learning system in all lessons
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team
- To undertake administrative duties relevant to the role or to support other school activities
- To invigilate internal and external tests and examinations under formal conditions
- Provide duty cover
- To liaise with a core department (English, maths or science) and to support lessons in one of these subjects if not required to cover lessons

Training:

On the job training and appropriate external courses as necessary

General Information:

The job description details the main outcomes required and should only be updated to reflect major changes that impact upon the outcomes of the job

All work performed/duties undertaken must be carried out in accordance with relevant school's policies and procedures, within legislation, and with regard to the needs of the community we serve

Job-holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by the Principal.

Safeguarding Recruitment Statement:

Bradford Girls' Grammar School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service (DBS) clearance.