



JOB TITLE: Cover Supervisor
SCHOOL: Longdendale High School
GRADE: NJC Grade E Scale 11-16

PURPOSE OF POST:

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.

KEY RESPONSIBILITIES:

Cover Supervision

- Supervising the students on work left in accordance with the school policy.
- Assisting in preparing the learning environment and the materials used therein.
- Assisting with the management of student behaviour to ensure a constructive and positive working environment.
- Responding to students about the work that has been set.
- Collecting any work completed after the lesson and returning it to an agreed person/place.
- Leaving the room in good order at the end of the lesson.
- Supervising entry and departure of students in accordance with school policy.
- Recording and reporting attendance at lessons in accordance with school policy.
- Assisting in exam invigilation under the supervision of the examinations officer.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class and any other issue arising.
- Dealing with any immediate issues or emergencies according to the school's policies and procedures.
- Following school policies and procedures especially those relating to safeguarding, child protection and health and safety.
- Respecting confidential issues linked to home/students/teacher/school work.
- Provide pastoral support to students.
- Receive and supervise students excluded from, or otherwise not working to, a normal timetable.
- Participate in comprehensive assessment of students to determine those in need of particular help.
- Assist the teacher with the development and implementation of Individual Education/ Behaviour/ Support/Mentoring plans.
- Support provision for students with special needs.



- Establish productive working relationships with students, acting as a role model.
- Support students to access remote learning in the classroom should the classroom teacher be able to deliver online.
- Promote the speedy/effective transfer of students across phases/integration of those who have been absent.
- Provide information and advice to enable students to make choices about their own learning/behaviour/attendance.
- Challenge and motivate students, promote and reinforce self-esteem.
- Provide feedback to students in relation to progress, achievement, behaviour, attendance etc.

Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Provide support and assistance for students' pastoral needs, using a trauma informed approach within their strategies.
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To attend staff and team meetings, parental consultations and school events as required.
- To carry out any other reasonable tasks, as directed by your Line Manager or the headteacher, compatible with the role and grade of the post.
- Foster and maintain constructive and supportive relationships with parents/carers and other professionals involved exchanging appropriate information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved with student's education and implementing these. These may include social workers, health visitors, language support, speech therapists, educational psychologists and physiotherapists.



- Within an agreed system of supervision and within a pre-determined lesson framework teach whole classes.

General Responsibilities

- To work consistently to uphold the school's vision and values and those of the Trust.
- To work in a cooperative and appropriate manner with all stakeholders.
- To work with students and parents in a courteous, positive, caring and responsible manner at all times.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve oneself and others.
- To present oneself in a professional way that is consistent with the values and expectations of the school.
- Comply with policies and procedures relating to child protection, health, safety and welfare, confidentiality, data protection and safeguarding, reporting all concerns to an appropriate person.
- Be aware and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/works/aims of the school.
- To act as an ambassador of Stamford Park Trust and Longdendale High School.

Other Specific Duties

- Any other duties required by the class teacher, or the teacher in charge which is within the scope of the post.
- To promote the safeguarding of children and follow all safeguarding and child protection related policies.
- To play a full part in the life of the school community to support its mission and values and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the School's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the Headteacher not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- Employees are expected to subscribe to the School Improvement Plan.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. The post holder will be expected to participate in the school appraisal programme for staff and to participate in appropriate staff training and development activities.

Suitable training will be provided to develop specific qualities which will emerge as the post holder starts the job. Progress on all aspects of the job will be reviewed on a regular basis with targets identified and agreed within the performance management process.

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school's policies and procedures.

Longdendale High School is part of the Multi Academy Trust, Stamford Park Trust who is the employer for all staff.