



JOB DESCRIPTION

COVER SUPERVISOR	
Scale	F Points 17-21
Working Pattern	Term time + 5 Inset Days – 27.5 hours per week Monday to Friday 8.45am to 3.10pm (this includes 55 minutes of unpaid breaks)
Section	Support Staff
Responsible to	Deputy Headteacher responsible for Cover and the Cover Data Manager
Responsible for	This position has no direct responsibility for line management.

Job Purpose	To provide high quality supervision to support teaching and learning and to enable the effective use of resources and high standards of achievement for students, within an environment in which students feel safe, rewarded and challenged.
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Duties & Responsibilities	The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.
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- Cover or support lessons under the guidance of well trained staff and carry out the following: set high expectations and provide supervision in the classroom, support and participate in curriculum development, maintain high standards of work and behavior, effectively and efficiently deploy quality resources for learning, assist with the assessment, recording and reporting of progress and respond appropriately to questions raised by students.
- Ensure that delivery of agreed lessons and learning experiences promotes equality of opportunity and ensure course outlines, syllabuses and schemes of work as agreed by senior staff are followed.
- Whilst covering and supporting lessons in relation to Teaching & Learning ensure that students' special educational needs are recognised and met, promote and develop different learning styles for students, ensure good record keeping with respect to teaching and learning is carried out, ensure homework is set in line with the school policy, utilise ICT in learning activities and develop students' competence and independence in its use and assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils.

- Key tasks include supporting the vision and ethos of the school, promote high expectations of students throughout the faculty, promote a climate for learning, lead by example to help motivate, inspire and enthuse students in their studies, encourage students to recognise their role within school and within the wider community, set a good example in terms of dress, punctuality and attendance, assist with the supervision of students outside of lesson times, including before and after school and during lunchtime and attend relevant scheduled meetings and briefings as appropriate.
- Uphold the school's policies, procedures and practices, be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake the role of form tutor including report writing as required (not all posts)
- Participate in the school's appraisal process
- Perform any other reasonable tasks within the range of the salary grade.

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES