



FEARNHILL SCHOOL

Headteacher – Mr T Spencer BSc

Job Description: Cover Supervisor

1. **Title and Grade of Post:** **Cover Supervisor**
 H5 30hrs term time plus 5 Inset days

2. **General Professional Responsibilities**
 - 2.1 To be active in promoting the school's overall aims and ethos of the school by delivering high standards of teaching and student support.

3. **Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the pay and conditions policy and within the duties set out in that documents, so far as is relevant to the post holder's title and salary grade.

4. **Relationships**
 - 4.1 The post holder is responsible and accountable to the Headteacher;
 - 4.2 The post holder reports to Administration Assistant responsible for cover and is line managed by the Deputy Headteacher;
 - 4.3 The post holder also interacts with other professional colleagues and should establish and maintain productive relations with them.

5. **Particular responsibilities**
 - 5.1 To register students according to the school procedure during daily registration and lessons;
 - 5.2 To support students' learning by supervising classroom activities using the cover work supplied or under the direction of the Head of Department;
 - 5.3 To liaise with the appropriate staff or Head of Faculty about the work that has been set so the requirements of it are fully understood;
 - 5.4 Manage the behaviour of students whilst they undertake the work set, ensuring a constructive environment;
 - 5.5 Help students to complete set work and respond to any questions;
 - 5.6 Respond to the needs of students with SEND;
 - 5.7 Deal with any immediate problems or emergencies according to the school's policies and procedures;
 - 5.8 To ensure that work and information from the lesson is returned to the appropriate teacher and to give feedback regarding the covered lesson as and when relevant;
 - 5.9 Attend relevant school meetings as required;
 - 5.10 Participate in the school's arrangements for the professional development of staff, including identification of needs and training to meet those needs;
 - 5.11 To supervise students learning in the Supported Study room as part of a rota as directed;
 - 5.12 To provide learning support in Faculties when not providing cover for absent teachers.



FEARNHILL SCHOOL

Headteacher – Mr T Spencer BSc

- 5.13 Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection; reporting any concerns to the designated person;
- 5.14 To carry out any other duties as reasonably requested by the Head teacher and Senior Leadership team.

This job description issued October 2024 may be amended at any time by agreement but in any case will be reviewed annually.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to comply with the School's Safeguarding Policy, observe all other School policies and observe data protection guidelines.
