|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Description:** | | Cover Supervisor | | |
| **Scale:** | 4 (7-10) | **Number of weeks :** | 39 |
|  |  | **Hours per week:** | 32.5 |
|  |  |  |  |

**Full Time: -** £22,377 - £23,607 Updated 8.11.19

**Pro Rata: -**  £17,130 - £18,033



**Post holder reports to: School Business Manager**

**Post holder responsible for:** N/A

**Purpose of Job:**

To support the education and welfare of Students as directed by class teachers, having due regard to the school’s aims, objectives, schemes of work and policies, and relevant national requirements. To share in the corporate responsibility for the well being and discipline of all students. To be responsible for classes of children as required.

Any other duties as directed by the Principal.

**Hours of Work:** 32.5hr a week, 39 weeks per year

**Main Duties and Responsibilities:**

**Cover Supervision:** These duties are to be carried out for the short term absence of a teacher

1. To ensure orderly behaviour in the classroom and be familiar with the school’s behaviour policy
2. To assist students when they are unable to assist themselves
3. To supervise Students in class and create a purposeful, orderly and supportive environment for them to complete the work set.
4. Respond to questions from Students about process and procedures
5. To deal with and or report immediately problems or emergencies according to school policy and procedures
6. Be familiar with the full range of school policies
7. Collect any completed work after the session ensuring it is returned to the appropriate teacher or designated officer
8. Report back as appropriate using the school’s agreed referral procedures on the behaviour of Students during the class and any issues arising
9. Excellent communication and interpersonal skills

**On occasions when there is no cover supervision to do**:

* To supervise Students during breaks and/or lunchtimes as required
* To assistant with exam invigilation (both school and public exams) if required
* To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours.
* To maintain confidentiality at all times with regard to both supported Students and the
* wider school
* To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.
* To support groups of students outside the class, in line with the subjects set tasks and curriculum.
* To work with Teachers while in class making sure you are reinforcing the same expectations of the student, also to work alongside support staff within the school.
* To help promote and reinforce Students’ self-esteem, encouraging inclusion of Students with special educational needs.
* To work with teachers to identify and respond appropriately to Students’ individual needs, assisting Students in areas of specific difficulty.
* Such other duties, within the competence of the post holder, which may be required, reasonably, from time to time

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EQUALITY AND DIVERSITY** | | |  |  |  |  |  |  |  |
| Eastlea Community School has a strong commitment to equal opportunities and diversity in all aspects of | | | | | | | | | |
| employment within the London Borough of Newham and in its services to students, staff and the wider | | | | | | | | | |
| community. All employees are expected to understand and promote equality and diversity in the course | | | | | | | | | |
| of their work. | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **SAFEGUARDING CHILDREN** | | |  |  |  |  |  |  |  |
| Eastlea Community School is committed to safeguarding and promoting the welfare of the children and | | | | | | | | | |
| young people and expects all staff and volunteers to share this commitment and uphold all relevant | | | | | | | | | |
| procedures. | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **An enhanced current DBS clearance is a necessity for this post.** | | | | | | |  |  |  |

**I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this job description is not an exhaustive list and I agree, when required, to undertake and reasonable request made by my line manager, the Corporate Services Manager or the Principle.**

**SIGNATURE:**

**NAME:**

**DATE:**