

# KEPIER



## JOB DESCRIPTION

**Name:**

**Job Title:** Cover Supervisor

**Salary Scale:** NJC

**Point:** 7 - 11 Term Time only (38 weeks) + 5 days

**Actual Pay-** (£21,717 - £23,148)

**Additional Payments:** N/A

**Permanent Contract**

**Starting Date:** TBC

**Contractual hours:** 37 hours per week

Monday to Friday 8.00 am to 4.00pm

There will be one day Monday - Thursday where you will finish at 3.30pm as agreed by the Assistant Headteacher.

**Weeks per Year:** 38 weeks plus 5 days

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**Purpose of Job:**

The postholder will coordinate the daily deployment of cover staff under the direction of the Senior Leadership Team

The postholder will supervise classes during the short term absence of teachers and provide support to individuals and small groups of learners.

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**Principal Duties:**

1. Under the direction of SLT, support the coordination of the daily cover arrangements (lessons, staff support and duties)
2. Liaise with your line manager on a daily basis to support the cover of all lessons and activities.
3. To supervise whole classes during the absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher.
4. To supervise individual or very small groups of learners as required, including working with learners on a one to one basis.
5. Monitor future cover requirements.

6. To uphold the school rules and ethos.
7. To promote learners' positive behaviour and conduct.
8. To communicate the work set by the class teacher to the learners.
9. To observe Health & Safety Regulations
10. To facilitate positive classroom management and organisation.
11. To invigilate examinations.
12. Accompany staff on educational visits.
13. Assist with general administrative tasks for departments and year groups.
14. To promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.
15. To undertake First Aid Training (First Aid at Work) and carry out that role, if required.
16. To undertake Fire Warden training and carry out that role, if required.
17. Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description

**Responsible to: Headteacher, Senior Leaders, Line Manager**

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.
- 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 and supportive 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.

**Safeguarding**

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to

follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

- The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.

That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

Any other duties of a similar nature related to the post, which may be required from time to time.

The post holder will be required to comply with all School policies, including the no smoking policy.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

**Signed (Employee)**..... **Date**.....