

THE LENHAM SCHOOL JOB DESCRIPTION

Job Title:	Cover Supervisor
Range:	VIAT 5
Responsible for:	N/A
Accountable to:	Deputy Head - Curriculum

Purpose of job:

- To provide Cover Supervisor support as detailed below.

Job Summary:

The postholder will undertake responsibility for the learning, behaviour and progress of classes during the absence of the designated teacher. Undertaking pre-prepared activities provided by a teacher, you will be required to create conditions for effective student learning, through our schools Mastery Curriculum to ensure every child reaches their potential.

Key Result Areas:

- To supervise classes during the short-term absence of the class teacher.
- Ensure that students develop a love of learning through continuous and consistent focus on achievement, ensuring that all students make progress during cover lessons.
- Ensure that students' attitudes to learning are of an equally high standard across subjects that you are responsible for as part of your cover duties following the schools behaviour policy. Through your interaction with students' incidences of low-level disruption will be extremely rare.
- Translate the vision of the designated teacher through their planning and provide high quality learning experiences for those classes you will be required to cover. Based on the instructions provided by the designated teacher to instill subject knowledge and mastery of the core concepts.
- Have a clear understanding of the needs of all students, including those with SEN; EAL; disabilities and use strategies provided by the designated teacher to engage and support them.
- Record and report absence in accordance with the school's policy and act as Personal Development Lead when requested.
- To ensure the school behaviour policy is adhered to when covering lessons.
- To provide feedback to staff as to the progress made by students in class.

- To work as part of a team to support the transition of new students.
- To assist with the administration as required.

Safeguarding

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality and Diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

Statement

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that The Lenham School maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed..... Date.....