



# Future Schools Trust

## JOB DESCRIPTION

**Post:** Cover Supervisor

**Salary:** Future Schools Trust Grade E

**Responsible to:** Deputy Headteacher

### 1. Main Purpose of the Job

In the absence of the class teacher, to work as a cover supervisor under the supervisory arrangements established by the school. Cover supervisors will give instructions for a lesson that has been provided by a teacher. Cover Supervisors will ensure that the students display good behaviour and the students engage in the learning activity. The postholder will be required to provide feedback to the teacher on broad issues, such as behaviour. Cover Supervisors will be subject to general supervision and will act under the professional direction of teachers.

### 2. Accountability

- To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher
- To develop curricular knowledge as required by the school
- To apply the school's Behaviour Management Policy and report any difficulties to the supervising teacher/head teacher
- To set homework previously prepared by the teacher
- To mark elements of class work and homework under the guidance of the class teacher
- To undertake observations of the pupils and contribute to pupil records
- To administer (and mark) class tests
- To assume full responsibility for the organisation of class/department trips and outings including booking venues, coaches etc, liaising with parents and collecting money from pupils/parents
- To supervise the work of the Teaching Assistant
- To attend school/department meetings to contribute to the discussions about individual pupils
- To attend Parents' Evenings, as required, to contribute to the discussions about individual pupil's progress
- As required, to work as a Teaching Assistant in support of the class teacher
- To provide consistent and effective support in line with the requirements and responsibilities of your role
- To take part in training activities offered by the school and county to further knowledge
- To abide by and work towards all the policies within the school e.g. behaviour management, Health & Safety, Equal Opportunities

- To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

### **3. Person Specification**

- Experience of working with or caring for children of relevant age.
- Good general education
- Able to participate in development and training opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Flexible
- Ability to use own initiative
- Basic technology skills.
- Willing to undertake First Aid Training

### **Health and Safety**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

### **Safeguarding**

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.