

BROOMHILL BANK SCHOOL

JOB DESCRIPTION

JOB TITLE: Cover Supervisor

REPORTING TO: Teaching Assistant Manager

SALARY RANGE: KSD

**EFFECTIVE DATE OF
JOB DESCRIPTION:** February 2024

1	JOB PURPOSE
	To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to maintain order and to keep pupils on task.
2	TEACHING AND LEARNING
2.1	Supervise pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for pupils.
2.2	Manage the behaviour of students whilst they are undertaking their work to ensure a constructive and positive learning environment.
2.3	Respond to any questions from students and provide support and guidance.
2.4	Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
2.5	Ensure inclusion and acceptance of all pupils in the class in order to promote equal opportunities.
3	RESPONSIBILITIES SPECIFIC TO ROLE
3.1	Liaise with teaching staff with regard to work set for a class.
3.2	Deal with any immediate problems or emergencies according to the school's policies and procedures.
3.3	Collect any completed work and resources after the lesson and return them to the appropriate teacher or subject leader.
3.4	Report back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising.
3.5	Use the school's Positive Behaviour for procedures and record information on SIMS.
3.6	Support and contribute to the development of an "activity bank" of resources.
3.7	Work within the Code of Practice relating to Special Educational Needs.
3.8	Invigilate internal and/or external examinations.
3.9	Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on conduct of the lessons.

4	STANDARDS AND QUALITY ASSURANCE
4.1	Support the aims and ethos of the school.
4.2	Set a good example in terms of presentation, punctuality, and attendance and behaviour.
4.3	Attend and participate in 'special' school events and student performances.
4.4	Actively uphold the school's behaviour code, school rules and uniform regulations.
4.5	Participate in staff training with commitment to own Continuous Professional Development and enthusiastic participation in leadership training activities.
4.6	Attend team and other school meetings.
4.7	Develop links and collaborate with other key stakeholders including Governors, the Local Authority, other schools and the local community. Development of BBS North and West relations by encouraging staff from both schools to cooperate in whole school activities/events.
5	OTHER DUTIES AND RESPONSIBILITIES
5.1	Responsible via coaching, mentoring and appraisal for own practice and continuing professional development; identify training and development needs in line with school policy and maintain a CPD portfolio reflecting personal and professional achievements.
5.2	Share in the corporate responsibility for the well-being and discipline of all students and staff.
5.3	Visibly support and uphold the school policies for behaviour management, discipline, bullying and health and safety, and the school's Equality Duties.
5.4	Work within the policies, codes of practice and legislation relating to the school, reporting any concerns to the relevant person.
5.5	General involvement in the efficient day-to-day running of the school.
5.6	Participate in student mentoring / coaching.
5.7	Carry out any other duties as may reasonably be requested by the Executive Headteacher or Governing Body.

Broomhill Bank School is committed to safeguarding and promoting the welfare of children and young people. Posts are subject to Enhanced Disclosure applications to the Disclosure and Barring Service (DBS), verification of candidates' right to work in the UK and other pre-employment checks as outlined in Keeping Children Safe in Education (2025). Shortlisted candidates will be subject to online searches as part of our recruitment process. We value diversity and promote equality for all.