

**JOB DESCRIPTION**

**Name:**

**Post Held:** Cover Supervisor

**Responsible to:**  Vice Principal

**Hours per week:**

 8.30 – 15.00

30 minute (unpaid) break per day

**Weeks per year:** Term time only

| **CORE DUTIES AND RESPONSIBILITIES FOR ALL DSTC SUPPORT STAFF*** To adhere to the College’s Staff Code of Conduct.
* To be aware of and to follow the most up to date GDPR regulations.
* Safeguarding
	+ To be committed to safeguarding and promoting the welfare of all young people.
	+ To undertake annual safeguarding training.
	+ To follow the most up to date version of Keeping Children Safe in Education and to use identified school procedures to Recognise and Refer.
* Health and Safety
	+ To take personal responsibility for the health and safety of yourself, your colleagues, students and visitors.
	+ To report any shortcomings in the employer’s health and safety arrangements for the protection of people at work and those who may be affected by them (this is your duty in law under the Management of Health and Safety Regulations 1999).
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**KEY DUTIES AND RESPONSIBILITIES**:

* To ensure the class has the set work to complete and that they engage in the learning activity.
* To support the students in the classroom with the set work, circulating and engaging with students as appropriate.
* To act as a role model to ensure that the good behaviour of the students is maintained.
* To follow College procedures relating to behaviour.
* To take an attendance register of each class supervised.
* To liaise with Subject Leaders about cover work and behaviour.
* To be aware of College Policies relating to Child Protection, Health and Safety, Equal Opportunities and Confidentiality, reporting any concern to the appropriate person to maintain a safe and secure learning environment for the students.
* To assist with administrative duties around the College, as directed by your Line Manager, when cover is not required.
* Such other duties as the Principal or Governors may from time to time require.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Signed …………………………………………………………………….. Date ………………………

 (Staff Member)

Signed …………………………………………………………………….. Date ………………………

 (Line Manager)

Signed …………………………………………………………………….. Date ………………………

 (Principal)