

# Job Description

## Kennet School



### Cover Supervisor

<b>Job Title:</b>	Cover Supervisor
<b>Hours and Weeks</b>	30 hours per week, term time only
<b>Responsible To:</b>	Head of Cover Team

#### Job Summary

The Cover Supervisor is deployed to take the place of an absent teacher in the classroom. The primary aim is to maintain the continuity in the delivery of the curriculum in the classroom by means of work set by the normal classroom teacher or Head of Department.

#### Main Duties & Responsibilities

The Cover Supervisor will:

- maintain a disciplined working atmosphere in the classroom reinforcing the values of the school at all times;
- take an orderly register and pass on the names of any unconfirmed absentees;
- ensure the class' work is clear and accessible;
- review cover work prior to delivering lesson and seek advice from the Head of Department to ensure work is completed appropriately;
- resolve pupils' problems with the work or direct to an appropriate member of staff;
- indicate that homework has been set by their teacher on Frog;
- follow the in class advice to staff;
- liaise fully with any Support Assistant in the classroom as well as supporting pupils with additional needs.

#### General

- Take responsibility for own professional development and keep updated about new initiatives in technology
- Comply with and assist with the implementation of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Develop constructive relationships and communicate with other agencies/professionals if required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others.

#### Safeguarding

- We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.