



## **The Shropshire Gateway Educational Trust**

### **Lacon Childe School**

#### **Cover Supervisor**

Temporary position 27.5 hours per week term time only

Salary within range NJC point 12- 17 £22183 - £24491

Hours: 8.45am - 3.15pm with break and lunchtime allowance

Progression is subject to annual performance management

Reporting to Assistant Head in charge of staff cover

#### **Main Duties and Responsibilities:**

To work across various curriculum areas to deliver lessons to pupils during the short-term absence of teaching staff.

This includes but is not limited to.

To take responsibility for groups or classes of students in the short-term absence of their usual teacher. In this context, the Cover Supervisor will be responsible for: -

- supervising work that has been set in accordance with school policy.
- liaising with teaching staff with regard to work set for a class.
- managing the behaviour of students to ensure a constructive environment whilst undertaking work.
- responding to any questions from students about process and procedure.
- dealing with any immediate problems or emergencies in accordance with the school's policies and procedures.
- collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader.
- reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising.
- Student registration of a class
- In a controlled environment, to supervise students who have been isolated from their peers as a behaviour sanction.
- To support the work of one or more curriculum areas.
- To take part in whole school INSET activities to enhance job effectiveness.
- To accompany students on trips, visits and other educational activities.
- To undertake a 'duty' as part of the school's duty system (including break and lunch).

- Support the work of classroom teachers when not deployed directly covering a class.
- Support and contribute to the development of an “activity bank” of resources.
- Support and contribute to the creation and maintenance of classroom displays.
- Invigilate internal and/or external examinations.
- To support other general school activities or lessons when demand for cover is low.
- The post holder will be expected to undertake other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of a Cover Supervisor.

This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.