



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.** *We are totally committed to safeguarding the welfare of young people and expect all staff to share this commitment. If successful you will be expected to undertake a Disclosure and Barring Service (DBS) check.*

JOB TITLE: Cover Supervisor

REFERENCE: AAAE5080

GRADE: 5

JOB PURPOSE

Supervise whole classes of pupils and ensure that set work is completed in the absence of the teacher. Cover is provided for the short-term absence of teaching staff so that an effective and tailored school policy to cover is delivered.

PRINCIPAL RESPONSIBILITIES

- 1 Supervise pupils who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues.
- 2 Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment.
- 3 Respond to any questions from pupils about process and procedures so they can continue with their set work.
- 4 Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured.
- 5 Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
- 6 Report back, using the school's agreed referral procedures, on the behaviour of pupils during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation.

NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within Bishop Heber High School.