



# The Market Weighton School



## JOB DESCRIPTION

### Cover Supervisor (SCP 17)

**Job title:** Cover Supervisor

**Principal accountabilities:**

Working in partnership with the teacher:

- Instructing students in relation to work set by the subject teacher.
- Ensuring students are provided with the necessary resources to facilitate learning.
- Registering and recording student attendance in lessons.
- Answering students queries in relation to the instructions left by a subject teacher.
- Liaising with the Directors of Progress in relation to the work set by subject teachers as appropriate.
- Supervising the class throughout the lesson.
- Ensuring students enter and leave classrooms in an orderly manner.
- Ensuring the classroom is left tidy and ready for the next lesson after dismissing the class.
- Marking work, as appropriate.
- Reporting to the appropriate member of staff (normally the Data/Cover Administrator or AHT) at the beginning of each day (8.30am).
- Assisting in establishing good order within the school, undertaking duties as necessary.
- Dealing with incidents of inappropriate behaviour, in accordance with the school's behaviour policy and procedures.
- Supporting and supervising after school study support activities.
- Working with support staff allocated to the teaching area.
- Working to agreed school policies and procedures.

Supporting Inclusion:

- Facilitating participation and learning, helping to build confidence and self-esteem, so that all pupils, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers.
- Taking responsibility for producing packs of work (in collaboration with Heads of Department) for pupils who are excluded from school.
- Arranging for the provision of work from departments for pupils in isolation.
- Acting as a teaching assistant if appropriate.

Supporting the School:

- When not engaged in covering lessons, fulfilling the role of a Teaching Assistant.
- Assisting with lunch break supervision of pupils on a rota basis.
- Helping with educational visits and outings.
- Attending staff meetings, teacher training days and training courses as appropriate.
- Undertaking any other duties that may be reasonably regarded as being commensurate with the grade and general purpose of the post.

**General Information:**

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for health and safety and welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.