

The Westgate School

Job Description – Cover Supervisor

Responsible for: Delivery and management of classroom cover for absent colleagues

Responsible to: Reporting to the Cover Manager as operational line manager and to the Assistant Head Teacher acting as functional line manager.

Main purpose of the job

To deliver pre-planned lessons and operate classroom management

Main job functions. The post holder will effectively:

- Ensure cover is in place for absent teaching colleagues
- Collect planned cover work on a daily basis and deliver according to the cover timetable (either personally or by supply cover)
- Ensure that resources for emergency cover are available and relevant
- Liaise with Curriculum Leaders to ensure that effective lessons are delivered
- Maintain lists of pupils where behaviour is cause for concern or deserve particular praise
- Take class registers either electronically or manually
- Supervise students at the request of the operational line manager

Personal Responsibilities. The post-holder will effectively:

- Collect information either in advance or on a daily basis of staff pre-planned absences
- Liaise with faculties to ensure in-house cover is available if applicable
- Liaise with supply agencies to ensure specialist staff are engaged to provide a cover service if senior supervisor unavailable
- Produce class registers for cover staff (photographic if necessary)
- Record all absences through the Cover Module in SIMS
- Produce daily cover slips via the SIMS cover module
- Ensure supply staff are given brief information regarding emergency procedures
- Ensure supply staff are informed of the practice regarding disciplinary action to be taken if required
- Keep registers of supply staff used and their effectiveness / ineffectiveness
- Undertake any training required in order to efficiently carry out this service
- Take responsibility for cover on a regular basis, ensuring that staff absence lists are produced and cover arranged
- Ensure feedback from supply / cover is fed back to absent teachers
- Ensure school reward / sanction policies are followed

To implement school policies including those relating to Race Equality, Equal Opportunities and Health & Safety.
To attend training and meetings as necessary to remain fully informed about developments in relation to Every Child Matters.

To advise the Head of Faculty in relation to pupil welfare and progress

To play a full and active part in activities related to the continuing improvement and prosperity of the school.

Any other duties as directed by the Head Teacher, commensurate with the grade of the post.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of GDPR..

Safeguarding Children

In accordance with the commitment of The Westgate School to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people in the School. Satisfactory enhanced DBS clearance is required for this post.