

**Wolsingham School**  
**JOB DESCRIPTION**



<b>Post Title:</b>	Cover Supervisor
<b>Job Purpose:</b>	To supervise classes of students in the absence of a teacher and ensure continuity of education.
<b>Reporting to:</b>	Cover Manager
<b>Working Time:</b>	8.15am - 4.15 Monday – Thursday & 8.15 – 3.30pm Friday (30 minutes for lunch)
<b>Hours:</b>	37 hours per week – term time only plus 3 CPD Days
<b>Salary / Grade:</b>	Grade 3 – point 12 - 16
<b>MAIN (CORE) DUTIES</b>	<ul style="list-style-type: none"> <li>• Supervision of classes of students.</li> <li>• Invigilation of examinations.</li> <li>• Accompany school parties on educational visits.</li> <li>• Administration.</li> <li>• Provide appropriate help throughout the day, including break and lunchtime monitoring and pre and post school activities as necessary.</li> <li>• Role requires working with a team.</li> <li>• Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents as part of your role as a first aider.</li> <li>• Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.</li> <li>• The post-holder has common duties and responsibilities in the areas of:- Quality Assurance, Communication, Professional Practice, Health &amp; Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality &amp; Diversity, Confidentiality and Induction.</li> </ul>
<b>Enhancing own knowledge, skills and understanding</b>	<ul style="list-style-type: none"> <li>• To attend training courses relevant to the post, ensuring continuing personal and professional development.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</li> </ul>

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder has a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

Signed: .....

Date: .....

Signed: ..... – Line Manager

Date: .....