



Greenfield Community College
A Specialist Arts & Science School

Job Description

Post: Cover Supervisor (A5768)

Salary Scale: Grade 4 SCP 5 – 8 (actual salary £16,929 – £17,964)

Responsible to: Cover Manager / Deputy Headteacher

Hours: 37 hours per week term time only

Purpose of role:

To supervise classes of students in the absence of a teacher and ensure continuity of education.

Main Duties and Responsibilities

Supervision of classes of students/children

- To maintain a safe and caring environment and appropriate behaviour.
- To provide a range of appropriate activities to engage students.
- To ensure an understanding of the work to be covered and administration details for giving out and collecting books and setting homework.
- Ensure that work set by teachers is clearly explained to pupils and completed to the best of their ability.
- To assist the cover manager with cover in their absence.
- Organise cover supervisors, making sure that they are fully aware of their role.
- Invigilation of examinations.
- Accompany school parties on educational visits.
- Administration.
- Cover reprographics when other staff absent or need assistance.
- Supervise pupils prior to school open evenings.
- Provide First Aid to pupils
- Provide pastoral care and support to sick and injured children, taking appropriate action as necessary, ensuring that parents and school staff are fully informed of incidents and accidents.
- Maintain accident records as required
- Provide appropriate help throughout the day, including break and lunchtime monitoring and pre- and post-school activities as necessary.
- Provide supervision of pupil transport
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development
- Role requires working with a team
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- The Post holder may undertake any other duties that are commensurate with the post.

The post holder has common duties and responsibilities in the areas of:-

- Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction

It may be necessary to amend this job description at any time in the future but only after discussion with you and your trade union representative.

The post is subject to enhanced DBS disclosure and medical clearance.

All applications to be emailed to joanne.battye@greenfieldschool.net

Closing date: 24th July, noon

Interviews TBC