



## **AUDENSHAW SCHOOL JOB DESCRIPTION**

### **1. INTRODUCTION:**

- 1.1 NAME OF POST HOLDER:**
- 1.2 Post Title:** **Cover Supervisor**
- 1.3 Post Purpose:** To provide classroom supervision for short-term teacher absence.
- 1.4 Accountable to:** The Principal
- 1.5 Reporting to:** Assistant Principal
- 1.6 Responsible for:** Students in designated classes
- 1.7 Liaising with:** Principal, Leadership Team, Curriculum Leaders, Year Leaders, Learning Support Department, HR Department and relevant staff with cross-school responsibilities, relevant support staff.

### **2. SPECIFIC ROLE RESPONSIBILITIES:**

- 2.1** To liaise with the HR Department regarding daily cover requirements.
- 2.2** To provide classroom supervision in the absence of a teacher/ Form Leader.
- 2.3** To complete administrative tasks e.g. class register and provide feedback to the teacher on a class' progress and student conduct.
- 2.4** To communicate the work set by the teacher to the students and, at all possible times, support the students in the completion of their work
- 2.5** To respond appropriately to questions from students about work set and procedures.
- 2.6** To seek out opportunities to praise and reward students for demonstrating a continued commitment to School values.
- 2.7** To manage the behaviour of students according to the School's Home School Agreement by maintaining a productive and structured working environment in the classroom. The School's Behaviour Policy should be strictly adhered to.
- 2.7** To feedback to the Curriculum Leader / Assistant Headteacher (Teaching and Learning) any issues concerning the quality and quantity of the cover work set by class teachers.
- 2.8** To assist with examination invigilation when necessary.
- 2.9** To accompany staff on school day trips, if required.



**2.10**, If not required for cover, to carry out administrative tasks or to support with preparation of resources.

**2.11** To facilitate mentoring opportunities for teachers/students as required.

**2.13** To facilitate a daily 'homework/social club'.

**2.14** To facilitate the use of Microsoft Teams if staff have to work from home and deliver their lessons remotely.

### **Continual Professional Development**

**2.14** To attend and participate in meetings as appropriate.

**2.15** To actively participate in training and other learning activities.

**2.16** To participate in the School's Performance Management process.

**2.17** To fully engage in Continuous Professional Development by seeking out opportunities and experiences to develop effective classroom practice further

### **Management of Resources**

**2.18** To oversee the distribution and collection of books, resources and other equipment as directed by the Teacher/Curriculum Leader.

**2.19** To use innovative and impactful ICT in learning activities as directed.

## **3. SCHOOL VISION AND VALUES:**

**3.1** To work with the Principal in achieving the School's vision and modelling and supporting the School's values.

**3.2** Comply with all of the School's policies and procedures, including but not limited to, the staff handbook, and staff code of conduct.

**3.3** Establish and maintain effective working relationships with professional colleagues and parents.

**3.4** Participate, as required, in meeting with professional colleagues and parents in respect of the duties and responsibilities of the post.

**3.5** Take active responsibility for own professional development, including seeking out and participating in appropriate CPD activities.

## **5. SIGNATURES:**

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for any employees, in accordance with our responsibilities under the Equality Act 2010.

**Audenshaw School Safeguarding Statement: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**



This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

27/06/2023

Signed .....  
(Cover Supervisor)

Signed .....  
(Principal)

Dated .....

Dated .....