Deer Park School

JOB DESCRIPTION

JOB TITLE:	Cover Supervisor
GRADE	Grade D
WORKING WEEKS/ HOURS:	38 weeks; 32.60 hours per week
TIMES WORKED:	8.15am – 3.10pm 2 days 8.15am – 4.10pm 3 days
BASE:	Staff Room

ORGANISATIONAL ARRANGEMENTS:

Job holder: TBC

Reports to: Cover Manager

GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

RESPONSIBILITIES/ACCOUNTABILITIES:

- To cover and supervise lessons as requested by the ARBOR Cover Manager across both key stages within the school.
- To cover tutor registrations as requested by the ARBOR Cover Manager from any year group, ensuring that students follow the schools' minimum standards within the classroom.
- When covering tutor time, ensure that messages and daily notices are read out to students.
- When covering tutor time, ensure that students are escorted to assembly and supervised throughout the assembly duration on each year group's assembly day.
- Alert and keep the Tutor/Year Leader appraised of any potential problems/issues that arise whilst covering a tutor group.

- Ensure that students enter the lesson and conduct themselves in the lesson according to the school's code of conduct/minimum standards. Any behavioural/conduct issues should be dealt with according to the school's reward and sanctions policy and practice, where necessary requesting withdrawal and support from the departments 'safe house' procedure or SLT call out.
- Ensure any incidents of poor behaviour/inattentiveness are dealt with promptly, appropriate action taken to avoid disruption to whole class learning and the referral written if deemed appropriate.
- Ensure that the lesson register is taken and then put in the teachers' pigeon hole at the end of the day.
- Ensure that the Learning objective of the lesson as left by the class teacher is communicated to the students/class.
- Ensure that the work left by the class teacher is undertaken and completed and left for the class teacher at the end of the lesson.
- Ensure that the students know what they have to do and assist where possible in understanding and completion of the work.
- Ensure that you leave enough time at the end of the lesson to collate work/resources/text books and account of the number lent out and ensure their return.
- Alert the class teacher by note in their pigeon hole at the end of the day to any problems/issues arising from the lessons.
- Ensure that the classroom is left tidy and chairs are under desks (periods 1 to 4) or placed on top of the desks at the end of Period 5.
- Undertake a supervision duty e.g., break or lunchtime once a week.
- Be aware of school policies and procedures.
- Such other duties as may be reasonably allocated or directed within the purview of the post.

NOTES

- The School and site is open between the hours of 6.30 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very exceptional reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
    - (a) unpaid leave, or
    - (b) time made up in lieu (by negotiation).

- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
    (a) Overtime has been worked by agreement with the Headteacher.
    (b) To attend a special event e.g., graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the ARBOR Cover Manager.

Date Prepared:	July 26
Prepared By:	HR
Date Reviewed:	
Reviewed By:	