

JOB DESCRIPTION

SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE

ASSOCIATE STAFF – GENERIC

STAFF NAME:

POST TITLE: COVER SUPERVISOR

COMMUNITY:

1 - JOB PURPOSE AND ACCOUNTABILITY

- 1.1 Providing cover lessons within the school and supporting students' learning in lessons.
- 1.2 Your immediate responsibility is to:
 - 1. The Cover Manager/VP Raising Standards Lead
 - 2. All staff are ultimately responsible to the Principal.

2 - GENERIC – ASSOCIATE STAFF

- 2.1 All staff play a part in the establishment and on-going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week's work and work for the coming week.
- 2.2 Most staff can expect to be attached to a College. They will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.
- 2.3 All staff are expected to adhere to the schools principles and policies which underpin good practice and the raising of standards.
- 2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.
- 2.5 All staff are responsible for their own Health and Safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.
- 2.6 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.
- 2.7 To support the learning process and good administrative practices in the school.
- 2.8 To respond to the requests of teaching staff.

- 2.9 To support other associate staff by covering their duties if they are absent from work.
- 2.9a To carry out other duties as may be reasonably required by the Principal from time to time.

3 - GENERAL – APPRAISAL PROCESS

- 3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.
- 3.2 Review targets may include:
- An empirical target to ensure that progress is measured accurately and effectively
 - A target based on the School Improvement Plan
 - A target which will encourage personal and professional development

4 - SPECIFIC DUTIES – Cover Supervisor

- 4.1 Supervising and providing instruction to classes where the usual member of staff is absent from school for whatever reason (i.e. illness, attendance at courses).
- 4.2 When the absence is planned to liaise with the subject teacher about work to be undertaken by students. Provide a brief written report on the lesson for the subject teacher on their return.
- 4.3 In the case of unexpected absence, the Principal Teacher Department or their nominated colleague will provide work for the students.
- 4.4 Register the students at the beginning of every core lesson.
- 4.5 Maintain a good learning environment within the classroom.
- 4.6 Maintain good discipline within the classroom.
- 4.7 Provide support for Learning Activities.
- 4.8 Provide effective support for your colleagues.
- 4.9 Contribute to the Management of Students.
- 4.10 When not required to cover lessons, provided support for students in other lessons, up to a maximum of 22 lessons a week in total, by arrangement with the relevant Principal Teachers.
- 4.11 Support the maintenance of Student safety.
- 4.12 Contribute to the health and well being of students.
- 4.13 Participate in In-service Training.

Note

1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.