



Job Description Cover Supervisor

Responsible to:	Assistant Headteacher
Grade & Range:	NJC APT&C Pay Scale Grade 6 (Points 11-19)
FTE Salary Range:	£25,979 - £29,777 (pay award pending)
Actual Salary Range for hours and weeks worked:	£16,030- £18,374 (pay award pending)
Hourly Rate Range:	£13.47 - £15.44 (pay award pending)
Weekly Hours:	27
Paid Weeks per Year:	44.09 (Term-time only)
Pro rata holidays entitlement:	6.09 weeks of pro-rata holiday, bank holiday and statutory days
Start Date:	ASAP

Purpose of the role

To contribute to the effectiveness of student learning through providing cover for absent teachers. It is envisaged that the cover supervisor will work collaboratively with teachers and contribute ideas and strategies to assist with the planning, development and delivery of the curriculum.

Duties

To undertake cover supervision for whole classes, i.e. supervise, support and assist students of the complete age and ability range in the school in the absence of the usual teacher. In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant and you may be expected to undertake other duties, which are of no higher a responsibility level than the post grade.

- To communicate the work which has been set by the class teacher
- To follow all instructions as directed by the class/lead teacher
- To promote positive student behaviour and conduct
- To administer tests and assist with exam invigilation
- To act as a reader and scribe during exams and mock exams
- To undertake classroom administrative tasks
- To be aware of and abide by the confidential nature of issues relating to home/student/teacher/school work
- To be a member of the duty team once a week
- To offer support to Subject Leaders and act as a classroom assistant, when required
- To assist in providing a purposeful, orderly and supportive environment for learning

Headteacher: Mr Tim Iddon

Carnforth High School
Kellet Road, Carnforth,
Lancashire, LA5 9LS

Telephone: 01524 732424

Email: office@carnforthhigh.co.uk



- Dealing with any immediate problems or emergencies according to the Trust's policies and procedures.
- Reporting, as appropriate using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.
- Be aware of, support difference, and ensure that pupils have equality of access to opportunities to learn and develop.

On the occasions when there is no requirement for lesson cover, the post holder will report to the Administration Manager to be allocated administrative tasks or lesson support.

Knowledge, Experience and Training

- Experience of working with children of the relevant age.
- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English.
- Understanding of the curricular requirements of the school, these to include statutory requirements.
- Competence in the use of ICT to support teaching and learning.
- Ability to work with a minimum of supervision and within a team.
- Ability to manage pupils in a classroom setting.

Your duties should be discharged in such a manner as to maintain and develop the vision, principles and values of the Trust.

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of on going continuing professional and Trust development. In addition, it may be amended at any time after consultation with you.

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our Health and Safety policy.