

## King Edward VI Northfield School for Girls



KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM



KING EDWARD VI  
NORTHFIELD  
SCHOOL FOR GIRLS

*Educational excellence for our City*

### Job Description - Cover Supervisor

**Grade: GR3**

#### Job Purpose

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching / senior staff including implementing schemes of work (via lesson cover set), managing pupil behaviours and assisting in relevant activities in line with policies and procedures.

#### Key Responsibilities

1. Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
2. Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
3. Respond to any questions from pupils about the lesson content.
4. Deal with any immediate problems or emergencies according to the school's policies and procedures.
5. Collect any completed work after the lesson and return it to the appropriate teacher.
6. Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
7. To provide general clerical / administrative support, e.g. typing, photocopying, filing, input and retrieval of data into the school's MIS, taking registers, filing and display work as required.
8. To support extra-curricular and tutoring sessions in a supervisory capacity where required.
9. Accompany staff and pupils on educational visits and out of school activities as required and take responsibility for a group under the direction of the teacher / organiser.
10. Recognise own strengths and areas of expertise and use these to advise and support others.
11. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
12. As required and under the guidance of teaching / senior staff, undertake a range of other activities to support pupil' leaning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of Pupil SEND Passports, implementing agreed learning strategies, etc.

13. To be available for duties including trips, minibus support, break, gate, lunchtime and after school detention, homework club and extra-curricular supervision including tutoring as required.
14. To invigilate internal and external examinations when required.
15. Take responsibility for promoting and safeguarding the welfare of children and young people.
16. To ensure all tasks are carried out with due regard to Health and Safety and Academy policies.
17. To undertake appropriate professional development including adhering to the principle of performance management.
18. To undertake any reasonable duties as requested by the Headteacher and members of the Senior Leadership Team.
19. To adhere to the ethos of the school:
  - To promote the agreed vision and aims of the school.
  - To set an example of personal integrity and professionalism.
  - Attendance at appropriate staff meetings.

### **Line management**

Line managed by the Associate Assistant Headteacher: Cover

Signed \_\_\_\_\_ Date \_\_\_\_\_

HEADTEACHER

Signed \_\_\_\_\_ Date \_\_\_\_\_

COVER SUPERVISOR