



JOB DESCRIPTION

POST HOLDER:	TBA
ADMINISTRATIVE/CLERICAL ROLE:	Cover Supervisor
GRADE:	NYC-C/D
RESPONSIBLE TO:	Assistant Headteacher- Curriculum
HOURS OF WORK:	Term time only 30 hours per week

Job purpose:

To provide short term cover for absent teaching staff, allocating pre-prepared work, keeping students on task and managing the behaviour of students during class. The role does not involve planning, preparing, delivering lessons or assessing and reporting on the development progress and attainment of students

JOB CONTEXT:	<p>Cover should only be used for short term absence. Short term absence occurs when individuals have a number of absences in relative short spells of time. Longer term absence (maternity leave, long term sick leave) should be covered by a teacher.</p> <p>This school is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
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ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Supporting Learning & Development	<ul style="list-style-type: none">• Supervise pre-prepared activities and self-directed learning in the absence of the teacher to enable continuity of learning• Provide support and encouragement to students, and manage classroom organisation during the cover lesson• Manage the behaviour of students through the implementation of the school behaviour policy and practices, and encourage students to take responsibility for their own behaviour• Collect any completed work at the end of the lesson and return it to the appropriate person
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Communication	<ul style="list-style-type: none"> • Establish rapport and respectful, trusting relationships and communicate effectively with students • Communicate pupil work as set out by the classroom teacher • Report back as appropriate using agreed referral procedure on the behaviour of the class
Sharing Information	<ul style="list-style-type: none"> • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Provide feedback to teachers and other professionals as required • Participate in staff meetings
Safeguarding and Promoting the Welfare of Children & Young People	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate • Assist students with personal hygiene, first aid and welfare, including physical and medical needs, whilst encouraging independence
Administration / other	<ul style="list-style-type: none"> • Prepare the classroom/ resources for lessons, ensuring that resources are cleared away at the end • Undertake administration and any other duties that might be reasonably required commensurate with the grade of the post • Supervise students and provide access arrangements for students sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations • Participate in the school's procedures for appraisal, training and other learning activities
Data Protection	<ul style="list-style-type: none"> • To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • To work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all students • Within own area of responsibility work in accordance with the aims of the equality Statement, treating individuals with respect for their diversity, culture and values
Flexibility	<ul style="list-style-type: none"> • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human

	<p>rights and working with others to keep vulnerable people safe from abuse and mistreatment</p> <ul style="list-style-type: none">• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values
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June 2024