# NEW MILLS SCHOOL

**JOB DESCRIPTION**

**Job Title:**  **Cover Supervisor Manager**

**Grade/Scale:**  G7 PP8-11

**Job ID:**

**Hours/FTE:** 35 hours per week, Term Time only

**Responsible to:**  School Business Manager

Main Purpose of the Job:

* To support inclusive access to learning for students and provide management of students in the classroom during a teacher’s absence

**Main Duties and Responsibilities:**

**COVER SUPERVISION**

* Ensure that the classroom environment is safe, inclusive, productive, tidy and harmonious in the absence of the class teacher
* Provide cover supervision during a teacher’s absence students undertake pre-prepared work.
* Coordinating with the Heads of Faculty to establish a comprehensive bank of resources for cover supervisors to use.
* Keep pupils motivated and provide support to help student stay on task with any pre-set exercises that has been has set.
* Comply with guidance in student SEND passports by providing the inclusive support required to remove barriers to accessing the curriculum.
* Establish productive working relationships with students, acting as a role model and setting high expectations complying with the behavior curriculum in our Ready to Learn Policy and awarding reward points.
* Assist students to overcome social and emotional barriers to learning to raise aspirations and self-esteem.
* Provide feedback to students in relation to progress and achievement.
* Managing the behaviour of students to promote and maintain order and a calm working environment for students, including implementation of the school’s behaviour policy.
* Collect any completed work after the lesson and returning it to the appropriate teacher.
* Provide cover in other areas of the school as required, e.g. 360 Inclusion Centre (SEND), Library, Reprographics, Reception, etc.
* Deal with any immediate problems or emergencies according to the school’s policies and procedures.
* Support and deputise for the Office Manager in relation to the administration of cover, printing out cover work and liaising with supply agencies as necessary
* Cover Reception during lunchtimes and during other absences of the Receptionist, subject to other demands of the role
* Supervise students during break and lunch times as required
* Be a trained First Aider
* Being a member of the duty staff as directed

**General Responsibilities**

* To perform duties and attend meetings as reasonably required.
* To participate in the school's performance management scheme.
* To undergo in-service training or other form of training for any aspect of the role, where required include regular safeguarding training.
* To comply with the school’s Health and Safety policy and contribute to risk assessments as appropriate.
* To observe and implement current school policies and good practice.
* Contribute to the overall ethos, vision and aims of the school and to abide with our school values to **think big, do the right thing** and to work collaboratively demonstrating **team spirit**
* To carry out such particular duties as the Headteacher may reasonably direct from time to time.

**Note:** This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder’s signature:

Post holder’s name:

Date: