



Job Description Cover Supervisor

EXCELLENCE

Ambitious
Courageous
Achieving
Leadership

CREATIVITY

Risk taking
Flexible
Inquisitive
Reflective

VISION

BSfG skills
Values
Technology
Global

Job Title	Cover Supervisor
Line Manager	Assistant Headteacher
Salary Scale	Scale 6 point 16 -20, pro-rated, 36 hours, 39 weeks, term time only
Main Purpose of the role	The Cover Supervisors is responsible for providing outstanding classroom cover when staff are absent by supporting students in their learning and ensuring that the environment is safe, calm and orderly.
Specific Duties & General Responsibilities	<ul style="list-style-type: none"> • To supervise classes in the event of teacher absence. • To allocate and explain to students, work set by the absent teacher or Subject Leader. • Referral of disciplinary or other student issues to Subject Leader or student, as appropriate. • To provide administrative and clerical support when required. • To invigilate examinations. • To take responsibility for behaviour for learning and safety of pupils within classes covered and around the school site. • To help support in admin when there is no cover requirements.
Curriculum:	<ul style="list-style-type: none"> • Cover Supervisors may be attached to department areas and may be requested to support when not covering in the following ways. • To make a positive contribution to the life of the school. To be required to participate in meetings which relate to the curriculum, administration or organisation of the school. • To assist the Subject Leaders in developing and promoting their Departments. • To work with teachers, supporting them in developing curriculum resources.
Pastoral Care:	<ul style="list-style-type: none"> • To monitor punctuality, attendance and personal and social development and refer students to Student Services, as appropriate.
Professional/Personal Development and Well-being	<ul style="list-style-type: none"> • To support the implementation of equal opportunities policies and report all infringements. • To participate in the Performance Management process as a reviewer and be supported in achieving your Performance Management targets, including entitlement to undertake development and training appropriate to the post.

- To take responsibility for reporting any hazards in the rooms and for taking emergency measures, as appropriate.

PERSONAL AND PROFESSIONAL CONDUCT

- Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position.
- Having regard to the need to safeguard pupils' wellbeing in accordance with statutory provisions.
- Show tolerance of and respect for the rights of others.
- Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Brentford School for Girls or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. Staff at Brentford will also be responsible for any other duty deemed reasonable as directed by the Headteacher.

Signed: _____

Date: _____