



NORTHAMPTON SCHOOL *for Boys*

JOB DESCRIPTION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST: **Cover Supervisor**
NSB Support Staff Scale point 10-19
36¼ hours a week for 39 weeks per year (term time plus training days)
8.00am – 3.45pm (30 mins unpaid break)

Please note that you do not need to be a qualified teacher to apply for this role.

LINE MANAGER: Cover Manager & Assistant Head

All staff are expected to:

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- promote 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 students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Specific Duties:

The exact responsibilities will inevitably change on a daily basis. Cover can also be required because of teaching staff becoming unavailable (e.g. through illness) during the course of the school day. At all times, the supervision of classes must take priority over other activities.

In addition, other tasks will be undertaken under the guidance of the Cover Manager.

Key tasks:

- Under the direction of the Cover Manager, supervise pupils in class during the absence of their class teacher
- Take class registers, as and when appropriate
- Liaise with Curriculum Team Leader, where possible, to ensure that instructions are clarified
- Liaise with the Inclusion Team, regarding individual pupils being supported in class
- To ensure an orderly and purposeful atmosphere in which pupils are engaged in completing work set by a teacher or curriculum team.
- Administer clear instructions to the class, based on the detailed work set, and actively supervise pupils as they carry out the instructions.
- Inform the class teacher of any issues during the lesson including non-participation by individual pupils
- Contribute to the planning and evaluation of work set for covering lessons
- Contribute to behaviour management within the school, in accordance with the schools Behaviour Policy
- To cover teaching staff breaktime or lunchtime duties as and when required
- To ensure work from the relevant curriculum team is received and understood once the Cover sheet has been published by the Cover Manager each morning.
- To cover morning registrations and Personal Development lessons in the absence of a Form Tutor
- To invigilate internal and external examinations when required
- To cover the library as and when required.

Additional tasks:

- To work alongside students in the classroom
- Accompany students and staff on visits, trips, or school fixtures
- To undertake any training required, assisting in their role as a Cover Supervisor
- To implement the schools' Behaviour Policy by recording incidents and applying appropriate disciplinary sanctions
- To assist assigned curriculum teams with tasks which provide a better working environment for students and staff
- Any other reasonable task requested by the Cover Manager, Headteacher or his agent

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust concerning the post holder's professional responsibilities and duties.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school has a strict uniform policy with office dress code for Sixth Form students. It is therefore expected that staff will also follow the same high standards.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) Check.

April 2024