



# The Warriner Multi Academy Trust



## Cover Supervisor

### Job Description

The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

Job Information	
Reporting to	Cover Manager
Grade	Grade 6 Points 8-13 (£25,992-£28,163)
Salary	Grade 6 Point 8 £25,992 Pro Rata – Actual Salary £19,824
Hours /Weeks	33.75hrs per week Term Time Only Mon-Thurs 8.15am to 3.45pm and Fri 8.15am to 3.15pm (to include 40mins daily unpaid lunch break)

#### General information:

##### **General Responsibilities:**

- To supervise classes in the absence of the classroom teacher.
- To take responsibility for the classroom management and the delivery of work set in accordance with the School's Cover Policy.
- To take part in whole school inset days.
- To support SEND small groups or lessons as requested
- To undertake a duty as part of the school duty system.
- To accompany trips, visits and other educational activities.
- To support the work of one or more curriculum areas.
- Support and contribute to the creation and maintenance of displays.
- Invigilate internal and/or external examinations.

- To be first aid trained.

### Main duties and responsibilities

#### **Specific Responsibilities:**

- On arrival in school each morning it is the responsibility of the Cover Supervisor to check the cover list in the staff room and take note of the classes they are covering that day.
- For periods where the Cover Supervisor is not required to cover lessons they will support departments in the completion of administrative tasks. During these times it is important for the Cover Supervisor to inform the Cover Manager of their whereabouts in order that they can be contacted to cover a lesson at short notice. This may mean being redirected to the SEND Department if required.
- To ensure student registration is completed in all lessons.
- Reporting back, as appropriate, using the schools agreed referral procedures, on behavior and any other issues arising.
- Managing the behaviour of students to ensure a constructive environment whilst undertaking work.

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

*All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).*