



| JOB DESCRIPTION   |   |
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| <b>JOB TITLE</b>  | Cover Supervisor (2 roles)                                      |
| <b>DEPARTMENT/SECTION</b>   | Senior School   |
| <b>LINE MANAGER</b>   | Director of Studies Reporting to Deputy Warden                  |
| <b>RESPONSIBLE FOR</b>  | Supervising whole classes during short-term absence of teachers |
| <b>SAFEGUARDING:</b><br><i>Forest School is committed to safeguarding and promoting the welfare of children.</i><br><br>The postholder will be required to: <ul style="list-style-type: none"><li>• Complete an Enhanced Disclosure and Barring Check (DBS)</li><li>• Complete Child Protection Training</li><li>• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact</li></ul>  |   |
| <b>JOB SUMMARY:</b><br>Provide supervision of classes across the curriculum for years 7-11 in the event of the absence (planned or unplanned) of the teacher, in class support, ensuring that pupils are engaged in pre-set work, managing pupil behaviour and ensuring a safe environment  |   |
| <b>KEY DUTIES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>• In the absence of a teacher, to be solely responsible for a class of students ensuring they are engaged in the learning activity that has been set by a teacher</li><li>• To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills</li><li>• To liaise with teachers or other relevant staff with regard to work set for a class, and ensure you are suitably equipped and informed to be able to effectively supervise the assigned lesson</li><li>• Keep appropriate records, to feedback to the class teacher on pupil engagement in the set work and also on any issues that may have arisen during the covered lesson(s)</li><li>• To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans</li><li>• Expected to support the teacher that is teaching remotely</li></ul> |   |

- To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school policy
- To assist in the evaluation of the impact of covered lessons on pupils and throughout the school
- To undertake pupil registration of a class, as required
- To provide additional support in the School for which they are suitably skilled or qualified
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team

#### **OTHER PROFESSIONAL DUTIES**

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code
- Support and foster the aims of the School
- Make themselves familiar with the contents of the School's Policies and Procedures and endeavour to follow these closely
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently
- Take part in the School's performance management scheme and appraisal
- Notify their Head of Department and the Director of Studies as early as possible if they are going to be absent from School and set rigorous, appropriate work
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Head of School
- Attend INSET days and any relevant staff or departmental meetings

#### **TERMS OF EMPLOYMENT:**

Working hours are 08:30-16:30 with 1 hour unpaid lunch break (working 35 hours per week)

Holiday entitlement 30 days per annum must be taken during Forest School holidays

Not normally required to work Forest School holidays

#### **FOREST SCHOOL'S POLICY AND PROCEDURE**

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.