

**JOB ROLE:** Cover Supervisor  
**PAY BAND:** 6  
**HOURS:** 37 per week/39 weeks per year  
**REPORTS TO:** Assistant Headteacher: Teaching and Learning

Trafalgar School is a vibrant learning community where every member of staff understands the difference that they can make to our students' outcomes. We expect all staff to be actively involved in the personal development of our young people and to show full commitment to their own and the school's professional development.

Trafalgar School and its Governing Body are committed to safeguarding and promoting the welfare of children and young people; and they expect all staff to share this commitment.

**Key Purposes:**

To lead the Lead Teaching Assistant Cover team to ensure they deliver high quality lessons to classes in the absence of their usual subject teacher.

Working with the Deputy Student Services Manager to oversee and ensure the balanced allocation of cover lessons across the team.

To direct members of the team to support core subject lessons when not covering teacher absence.

To deliver lessons to classes in the absence of their usual subject teacher.

To assist teachers in their preparation and delivery of the curriculum.

To provide administrative support across the curriculum.

To be a tutor and play an active role in the contribution to their House ethos.

**Accountabilities:**

**1. Leading People**

- a. Lead and manage the cover team providing assistance, cover and professional development opportunities as needed.
- b. Liaise and support the Student Services Manager to arrange daily cover as required.
- c. To lead the appraisal process of all the cover team.
- d. To liaise with the Assistant Headteacher: Teaching and Learning, to identify and provide professional development opportunities for the cover team to ensure high quality cover lessons.

**1. Cover/Supervision.**

- a. To register and record student attendance in lessons.
- b. To instruct students regarding the work left by their subject teacher.
- c. To provide students with the necessary resources for their learning.
- d. To actively teach students throughout the lessons, supporting them so they are able to make effective progress.
- e. To ensure orderly entry and exit of classrooms.
- f. To ensure a calm and purposeful atmosphere for working in the classroom.

- g. To manage resources effectively and ensure classrooms and activity areas are left tidy and ready for the next lesson.
- h. To follow school systems and procedures on behaviour management.
- i. To liaise with subject teachers about cover work and student response.
- j. When directed by the Headteacher, to lead teaching for classes (including planning and assessment) in the long term absence of a teacher from their subject specialist area.
- k. To cover the duties of Teaching Assistants and Intervention Assistants when directed to by the Student Services Manager.
- l. Support teachers in dealing with student behaviour through liaison and feedback.

**2. Other.**

- a. To invigilate public and internal examinations or provide support for students with exam access arrangements when necessary.
- b. To participate in professional learning (including INSET and twilight INSET sessions) and Appraisal, contributing to the identification of own professional development needs.
- c. To participate in the Personal Development curriculum for our students, leading events as required.
- d. To participate professionally in own line management meetings, appraisal review meetings and team meetings.
- e. To take responsibility for your own wellbeing.
- f. To promote students wellbeing by undertaking supervision of students during breaktimes as timetabled on a daily basis.
- g. To attend staff meetings, as published annually in the whole school diary.
- h. To work restoratively with staff, students, families and colleagues to maintain the strong community culture and very strong inclusive ethos of the school.
- i. To be a form tutor and play an active role in the contribution to their House ethos.
- j. At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role.

*This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.*

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