

AYLESBURY GRAMMAR SCHOOL

COVER SUPERVISOR ROLE PROFILE



Job title	Cover Supervisor
Salary Range	Equivalent to Bucks Pay Fixed ISN 7
Hours/Weeks	32.5 hours per week/39 weeks per annum plus paid holidays
Responsible to	Data & Exams Manager

Job purpose

- A. To supervise classes for absent teachers ensuring that the correct work is undertaken by the students in a safe and effective learning environment.
- B. To act as the co-ordinator for the prefect duty team during a designated lunchtime period and ensure appropriate supervision.

Main duties and responsibilities

- A1 To take a class register, using the school MIS system, or, if this is not available, to complete a printed register handed in to the School Office for all classes covered.
- A2 If there is an assembly, to accompany the class to their required location and ensure that they take their correct places.
- A3 To ensure that the learning and activities left by the absent teacher is conveyed to the class effectively.
- A4 To assist students in performing the set tasks by providing practical advice and guidance.
- A5 To use rewards and sanctions in accordance with school policy.
- A6 To ensure that school policy relating to classroom management and discipline, as outlined in the school handbook, is adhered to in the classroom.
- A7 To be familiar with the School's health and safety policy and fire drill procedures in order to secure the safety of the students.
- A8 To be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection and to report all concerns to an appropriate person.
- A9 To call the Data & Exams Manager, School Office, Head of Year or member of SLT when additional help is required in the classroom.
- A10 For registration to check the absent teacher's pigeonhole for important notices and letters to be handed to students that day.
- A11 To collect the day's work from the Cover Office.
- A12 To read the work for the day before lessons begin (where possible) and ensure that you have the materials needed to supervise the classes.

A13 To provide feedback on each lesson to the absent teacher using the Cover Worksheet.

A14 To alert the Data & Exams Manager to any problems in classes and the action you have taken.

B1 To attend the designated training for the co-ordination of prefects

B2 Liaise with the Head of Sixth Form to identify the team of prefects for your duty day

B3 Meet with prefect team at the start of each term to brief them regarding the duties and expectations

B4 Liaise with the SLT duty member on your duty day to ensure effective communication and co-ordination of the supervisory team

B5 Ensure prefects are stationed at their designated areas during the specified times

B6 Consistently ensure prefect team are supervising their designated areas to ensure the safety and good behaviour of the students

B7 Co-ordinate any reports of health and safety hazards to the Premises Manager

B8 Co-ordinate any accident response and request immediate assistance

B9 Co-ordinate the prefect team to supervise in allocated areas during a wet/inclement weather lunch time

B10 Other duties as may reasonably be allocated by the Headmaster

General duties

To take responsibility for health and safety in the workplace by undertaking risk analyses for the immediate work area and following guidance in the AGS Health and Safety Procedures Manual.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.

Other duties

To carry out any other duties that may reasonably be required by the Headmaster or the line manager.

Alterations

The Headmaster may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations.

Version 4 April 2015
M Sturgeon
Headmaster
Aylesbury Grammar School