Holmes Chapel Comprehensive School and Sixth form College

Cover Supervisor Job Description

Grade 5 SCP 9, Casual Hours
Hourly rate £14.59

Core Responsibilities

- Liaise with the cover administrator at the start of the school day to ensure that your schedule for the day is clear and understood.
- Register students on Bromcom, ensuring that all students are marked in. Complete a headcount before saving the register. Amend the register if students arrive late or part way through the lesson.
- Supervise students, ensuring they are engaged in the classwork set using the necessary resources that have been provided in accordance with the school policy.
- Establish trust with students, interacting with them according to individual needs and assisting students with tasks as needed. Creating a safe, positive, supportive classroom environment.
- Promoting good behaviour, dealing promptly with conflict and incidents in line with established policies, encouraging students to take responsibility for their behaviour. Report, as appropriate using the school's agreed referral procedures.
- Proactively implementing the school's behaviour and lesson routines to ensure a calm and purposeful learning environment.
- Collect completed work and return it to the teacher or faculty if requested.
- Use the school's Positive Behaviour for Learning procedures and record information on Bromcom.
- Assist with the supervision of students at break times during a "wet break".
- Cover non-teaching roles in school as directed.
- Keep up to date with HCCS policies and procedures and undertake relevant training.
- Fulfil the responsibilities outlined under the HCCS Health and Safety Policy and share responsibility for own safety and that of students and colleagues.

- Uphold the aims and objectives of HCCS and ensure these are reflected in your work.

- Ensure that the safeguarding of our students is at the core of all aspects of the role. Attend annual safeguarding training and keep up to date with any additional new guidance or training brought to your attention by the Designated Safeguarding Lead.

- Ensure that the headteacher or deputy headteacher and HR are notified if you need to leave school unexpectedly so that your schedule can be reallocated.

- Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Executive Headteacher/Board of Governors from time to time, up to or at a level consistent with the main responsibilities of the job.