



# The Athelstan Trust

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CEO: Tim Gilson

## MALMESBURY SCHOOL JOB DESCRIPTION

**POST:** Cover Supervisor

**REPORT TO:** Assistant Headteacher i/c Cover Supervisors

**SALARY:** NJC SCP 8-12 pro rata

**HOURS:** 9:00am – 3.25pm

### GENERAL DESCRIPTION OF THE POST:

The Postholder is responsible, through the Assistant Headteacher i/c Cover Supervisors for the duties shown in the list below, to ensure the smooth running of the school. Direct line management will be provided by the Assistant Headteacher i/c Cover Supervisors.

### Main duties:

1. Supervise the work of whole classes set by their subject teacher.
2. Manage behaviour of students in the classroom to ensure a constructive learning environment.
3. Answer pupil queries about process and procedures relating to the lesson.
4. Deal with any problems or emergencies according to the school's policies and procedures.
5. Collect cover work at the start of the lesson and return it to the appropriate person/office, at the end of the lesson.
6. Report back as appropriate on the work ethic and attitude to learning of pupils during the class, and any issues arising.
7. Complete administrative tasks as required when not providing cover.
8. Support trips and visits.
9. Provide offsite support for vocational subjects.
10. Undertake exam invigilation as required.



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## **Other duties:**

The postholder may be required to undertake training and perform duties other than those given in the job description and is expected to carry out any reasonable instruction given by the Headteacher or any other member of the Leadership Team. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

All staff have a responsibility for health and safety and duties must be carried out complying with the health and safety at work act and all relevant school policies.

Safeguarding is of the highest priority and all staff are expected to report any concerns to the Deputy Head responsible for Child Protection.

## **Trust:**

There is an expectation of collaboration and resource sharing with other colleagues across the Trust.

April 2021