

**Ernest Bevin College  
Job Description**

<b>Title:</b> Cover Supervisor	<b>Salary Scale :</b> 4 (£18,243 - £20,193) <b>36 Hours per week , term time only</b>
<b>Title:</b> Cover Supervisor	<b>Assisted By:</b> Heads of Subjects & Heads of Year
<b>Supported by and reporting to:</b> Member of Staff in charge of Cover	

<b>Personal and Professional Conduct</b>	<ul style="list-style-type: none"> <li>• Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position</li> <li>• Have regard to the need to safeguard pupils' well-being, in accordance with statutory provisions</li> <li>• Show tolerance of and respect for the rights of others</li> <li>• Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs</li> <li>• Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law</li> <li>• Have a proper and professional regard for the ethos, policies and practice of the school in which they teach, and maintain high standards in their own attendance and punctuality</li> </ul>
<b>Supporting Teaching</b>	<ul style="list-style-type: none"> <li>• Supervise whole classes during the absence of teaching staff</li> <li>• Provide instructions for the lesson, maintaining good order and ensuring pupils are on task</li> <li>• Work with Heads of Faculty when not covering lessons to provide administrative and clerical support</li> <li>• Invigilation of exams as required</li> <li>• Supervise pupils on trips and school activities as required</li> <li>• Participate in Continuous Personal Development</li> </ul>
<b>Supporting Learning</b>	<ul style="list-style-type: none"> <li>• Supervise pupils engaged in learning activities</li> <li>• Ensure pupils are on task and respond to general enquires</li> <li>• Promote positive values, attitudes and good pupil behaviour dealing promptly with any problems in line with the College's behaviour policy</li> </ul> <p>Use appropriate strategies and approaches to support and assist pupils to achieve their aims</p>

This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the College and in response to National demands after consultation with the post holder.

To be fully aware of and understand the duties and responsibilities arising from the Children's act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation, and the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role. To ensure the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.