

Magdalen College School

***We are committed to the protection and safety of our students
and expect all staff to share this commitment***

JOB DESCRIPTION

Post Title	Cover Supervisor
Jobholder	
Purpose	To supervise pupils in the absence of their teacher, and to support effective learning of all
Reporting to	Assistant Headteacher
Responsibilities as a cover supervisor	<ol style="list-style-type: none"> 1. Supervise pupils in lessons and registration periods 2. Undertake “on call”, pupil supervision during unstructured times, exam invigilation and other tasks, as required. 3. Liaise with the Head of Faculty, Leader of Learning, or other staff, as necessary, in preparation for a lesson, over concerns about the progress of pupils and behaviour of pupils. 4. Take a register for each supervised session in accordance with school policy 5. Explain the work that has been set and support pupils in completing it satisfactorily 6. Establish and maintain high standards of behaviour, in accordance with the school’s ethos and behaviour policies 7. Provide feedback to the class teacher to enable them to prepare for the next taught lesson with each class. 8. Ensure that any concerns regarding the welfare of pupils are reported to the pastoral team and any safeguarding or child protection issues are reported to the Designated Safeguarding Lead (DSL) or a deputy DSL 9. Undertake training, as necessary, to enable the role to be fulfilled successfully and the school’s policies to be adhered to. 10. Comply with all school policies 11. 12.
Responsibilities as a classroom supervisor (relates to students taught)	<ol style="list-style-type: none"> 1. To deliver pre-planned lessons which follow departmental schemes of work and meet the needs of individual students 2. To share and support the whole school responsibilities for providing opportunities for the personal and social development of students 3. To follow all school policies and procedure 4. Report any issues which could lead to student under-performance to the line manager. 5. To ensure learning support staff are able to fulfil their role effectively in supporting the learning of students
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities 4. To engage actively in the Performance Management Review Process

	<ol style="list-style-type: none"> 5. To implement all school policies 6. To attend all meetings as directed 7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their knowledge and skills 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>	

Signedstaff member

.....line manager

Date