



# Winchmore School

## COVER SUPERVISOR JOB DESCRIPTION

**Post Title:** Cover Supervisor

**Grade:** 35 hours per week – 39 weeks per year (term time only)  
Scale 5: Actual salary range £25,116 - £27,113 p.a.  
Hours: 8.00am to 3.30pm (30 mins lunch) Monday to Friday

**Responsible to:** Cover Manager

### **Core Purpose of the Job:**

To supervise classes during the short-term absence of the assigned teacher.

### **Other responsibilities**

- To carry out break/lunchtime supervision duties
- To invigilate internal and external examinations (when not required for cover)
- To undertake patrol duties. (when not required for cover)

### **Main Duties and Responsibilities**

1. Supervise work that has been set by the teacher.
2. Manage the behaviour of pupils whilst they are undertaking this work to provide a constructive learning environment.
3. Respond to any questions from students about process and procedures.
4. Deal with any immediate problems or emergencies according to the school's policies and procedures.
5. Collect completed work after the lesson and pass to the appropriate teacher.
6. Report, as appropriate using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising.
7. Support the day to day work of the school as directed when not supervising classes.
8. Invigilate examinations.
9. To take part in the patrol and duty rota's.
10. Be aware of and support diversity and ensure that all pupils have equality of access to opportunities to learn and develop.
11. To act at all times in accordance with school policies and to provide a professional role model for pupils, parents and other staff.
12. Any duties on behalf of Winchmore School within the London Borough of Enfield.
13. Any other reasonable duties within the scope of this function and grading as directed by the Head Teacher.

### **Equal Opportunities**

The School/Service is committed to achieving equality of opportunity in its service provision and amongst the workforce. All employees are, therefore, expected to understand, comply with and promote the School's/Service's policies in this respect and, in particular, take care not to commit any acts of unlawful discrimination.

### **Health & Safety**

The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's, the Education, Children's Services & Leisure Department's, and the School's/Service Health & Safety Policy statements. S/he shall also have regard to his/her personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant legislation. You should, therefore, ensure that you familiarise yourself with these documents.

In general, all staff are required to take due care for their own safety and the safety of their fellow employees at all times.

### **Safeguarding of Children and Young People**

All schools and other Education Services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees at this School/Service are expected to share this commitment.

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