



Clarendon School
Secondary Centre

Clarendon Secondary Centre,
Egerton Road,
Twickenham, TW2 7SL
Tel: 020 3146 1441
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Executive Headteacher: Niall Dumigan
Head of Centre: Michael Sinanan

JOB DESCRIPTION: COVER SUPERVISOR

Location: Clarendon Secondary Centre, Twickenham

Post title: Cover Supervisor / Pastoral Support

Contract: Full time and permanent

Grade: Unqualified Teacher Scale plus SEN allowance in line with experience.

Hours of duty: Full time

Reports to: Head of Centre / Senior Leadership Team

Purpose and objectives of the role

To provide short-term cover for absent teachers, supervising classes and ensuring that the work set is carried out in a calm working environment.

Main Duties and Responsibilities

- To provide first day cover for teaching staff absence due to sickness.
- To provide cover for teaching staff on planned absences (training/jury service etc) for up to 2 weeks.
- To liaise with staff to ensure that work is appropriately differentiated and follows the planned curriculum.
- To provide other cover for teaching staff as may reasonably be required by the Head of Centre.
- To support pupils experiencing emotional and/or behavioural difficulties and supervising pupils during time out.
- To liaise with appropriate staff to plan and provide programmes of support/intervention for identified pupils when not covering lessons or supervising pupils out of class
- To Collect completed work and return it to the appropriate teacher
- To ensure the room is left tidy and ready for the next lesson
- To report back on the lesson ensuring any issues arising are reported back to the usual class teacher or relevant leader
- Promote the inclusion and acceptance of all in the classroom
- To liaise with the Headteacher/SLT each day to plan a timetable for the day.
- To teach classes according to the school's curriculum, and policies for behaviour management and teaching and learning. To follow teachers' planning when available.
- To be responsible for planning and preparing lessons/learning activities and deliver these in whole classes or small groups.
- To mark work as required

- To support pupils to share their views in advance of annual review meetings, in line with the annual review cycle
- To support with the administration of pupil surveys as and when required
- To administer standardised tests (Eg. MALT, Spelling Age etc) as part of the school's assessment cycle

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

This job description is not necessarily a comprehensive definition of the post. It may be subject to amendment or modification. The post holder may be asked by the Cover Team Leader to do anything else which is reasonable within the scope of the post.

Signed:

Date: