

JOB DESCRIPTION

Job Title: Cover Supervisor

Responsible to: Senior member of staff responsible for staffing

Salary: £18k FTE (Actual £13,997 per annum)
8.30am – 3.30pm, 32.5hrs per week, plus 1.5 hours for after school Co-curricular activities. Term time only, plus INSET (39 weeks), actual salary includes notional payment for annual leave

Purpose: To provide supervision in classes when a teacher is absent
To support Teachers in the class room
To accompany students on trips away from the school
To assist in the invigilation of examinations

Duties:

- To supervise classes or groups of students as the main adult in the class room when a teacher is absent
- To supervise and assist small groups of students in activities set by teachers, including off-site activities.
- To supervise students around the school when they are not in class
- Supervise groups of students against plans produced by the teacher. E.g. managing a group of children in self/peer assessment.
- Working at a whole class level with the teacher
- To provide support for the delivery of the curriculum, by taking responsibility for groups under the direction of the teacher
- To enable the teacher to undertake a more advanced range of learning activities in order to raise the standard of achievement for all students.
- To ensure that students keep focussed on the task.
- To implement the school's behaviour management policies.
- To report early signs related to child protection, bullying and/or disruptive behaviour
- To provide support in one curriculum area
- To assist in maintaining the inclusion of all students.
- To take part in training sessions to improve knowledge and understanding of student needs.
- To accompany students on educational trips.
- To assist in the invigilation of examinations and tests
- To carry out any other reasonable duties as directed by the line manager.
- To help in the Main Office when not required to supervise cover or support students in other ways.

Bohunt School Wokingham is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Disclosure and Barring Service at an Enhanced level.