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| **CASTELL ALUN HIGH SCHOOL**  **ROLE PROFILE** |
| **Name :**  **Job Title :** Cover Supervisor **Reporting to :** Assistant Headteacher  **Profile :**  1.3 Learning Support 3  **Contract :** Term Time Only – |
| **JOB PURPOSE** |
| To work under the guidance of teaching staff and within an agreed system of supervision, to implement agreed work programmes with individuals /groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task. Postholders will need to respond to questions and generally assist students to undertake set activities. |
| **KEY RESPONSIBILITIES** |
| Support for Students :   * Use specialist (curricular / learning) skills / training / experience to support students * Set challenging and demanding expectations and promote self esteem and independence * Assist with the development and implementation of IEPs * Establish productive working relationships with students, acting as a role model and setting high expectations * Promote the inclusion and acceptance of all students within the classroom * Support students consistently whilst recognising and responding to their individual needs * Encourage students to interact and work co-operatively with others and engage all students in activities * Promote independence and employ strategies to recognise and reward achievement of self-reliance * Provide feedback to students in relation to progress and achievement   Support for the Teacher :   * Work with the teacher to establish an appropriate learning environment * Work with the teacher in lesson planning, evaluating and adjusting lessons / work plans as appropriate * To provide planning, preparation and assessment cover as part of the normal working week under the supervision of and support of senior teaching staff * Monitor and evaluate students’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives * Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence * Be responsible for keeping and updating records as agreed with the teacher, contributing to review of systems / records as requested * Undertake marking of students’ work and accurately record achievement / progress * Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour * Liaise with parents / carers as agreed with the teacher within your role / responsibility and participate in feedback sessions / meetings with parents with, or as directed * Administer and assess routine tests and invigilate exams / tests * Provide general clerical / admin. support e.g. administer coursework, produce worksheets for agreed activities etc.   Support for the Curriculum :   * Communicate agreed learning activities / teaching programmes, adjusting activities according to student responses / needs * Communicate local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills * Support the use of ICT in learning activities and develop students’ competence and independence in its use * Help students to access learning activities through specialist support * Determine the need for, prepare and maintain general and specialist equipment and resources   Support for the school:   * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop * Contribute to the overall ethos / work / aims of the school * Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of students * Attend and participate in regular meetings * Participate in training and other learning activities as required * Recognise own strengths and areas of expertise and use these to advise and support others * Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate * Undertake planned supervision of students’ out of school hours learning activities * Supervise students on visits, trips and out of school activities as required |
| This profile is intended to reflect the roles and competencies of expected of a Cover Supervisor. It is intended to be enabling not exhaustive, and therefore the post-holder will also undertake other reasonable activities commensurate with this level of responsibility. |