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| **Job Title:** | Cover Supervisor |
| **Job Purpose** | To supervise whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff. Including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the schools policies and procedures |
| **Main Duties & Responsibilities** | * Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy. * Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive learning environment * Respond to any questions from pupils about process and procedures but excluding lesson content * Deal with any immediate problems or emergencies according to the school’s policies and procedures * Collect any completed work after the lesson and return it to the appropriate teacher * Report back to the teacher as appropriate using the school’s agreed referral procedures on the behaviour of pupils during the class, and any issues arising * Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems (taking registers, etc.) as required * Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser * Contribute to the overall ethos/work/aims of the school * 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 * As required and under the guidance of teaching/senior staff, undertake a range of other activities to support pupils leaning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of IEP’s, implementing agreed learning strategies, etc. * Take responsibility for promoting the safeguarding and welfare of children and young people. * Ensure all tasks are carried out with due regard to Health and Safety * To undertake appropriate professional development including adhering to the principle of performance management. * To adhere to the ethos of the school   + To promote the agreed vision and aims of the school   + To set an example of personal integrity and professionalism   + Attendance at appropriate staff meetings and parents evenings * Any other duties as commensurate within the grade in order to ensure the smooth running of the school |
| **Safeguarding:** | The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all post holders and successful applicants. |

**Review and Amendment**

This job description is normally subject to an annual review. It may be amended at the request of the Headteacher or post holder but only after consultation with the post holder.

**Job Description agreed by: Signature of Headteacher …………………………………………………**

**Signature of Post Holder …………………………………………………..**

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| **Post:** | **Cover Supervisor** |
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| **Experience:** | |
| 1 | Experience of a similar position or supporting students in a classroom setting |
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| **Skills & Abilities:** | |
| 2 | Effective team member |
| 3 | Good communication and interpersonal skills |
| 4 | Knowledge of how ICT is used to support pupils learning and ability to use ICT effectively in a classroom setting |
| 5 | Good organisational and time management skills |
| 6 | Ability to contribute to assessment and monitoring of pupil’s progress |
| 7 | Ability to work collaboratively with teachers and others |
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| **Education & Qualifications:** | |
| 8 | Qualified to degree level |
| 9 | GCSE English and Maths (Grades A\*- C) or equivalent |
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| **Training & Professional Development:** | |
| 10 | Willingness to undertake further professional training as appropriate |
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| **Other:** | |
| 11 | Good sense of humour |