

GLF Schools - Job Description

Job Title	Cover Supervisor	Job Reference	
Location	MHS	Travel required	N
Core purpose			
<ul style="list-style-type: none"> To cover lessons under the direction of the subject teacher. This will include delivering and assisting planning a lesson and then marking the students books at the end of the lesson. 			
Key Accountabilities			
Strategic			
<ul style="list-style-type: none"> To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices. Contribute to the students learning, using knowledge of school policies and practice. To implement the School Development Plan priorities using teamwork. 			
Learning & Teaching			
<ul style="list-style-type: none"> To aid the students to learn as effectively as possible both in group situations and on his/her own by, for example; clarifying and explaining instructions. Ensuring the students are able to use equipment and materials provided. Motivating and encouraging the students as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to students needs. Using praise, commentary and careful questioning to encourage the students to concentrate and remain on task. Providing additional nurture to individuals when requested by the subject teacher, SENCo or Inclusion Leader. Consistently and effectively implementing agreed behaviour management strategies. Assisting in carrying out individual programmes of learning or therapy. Helping to make appropriate resources to support the students. To establish supportive relationships with the students concerned. To monitor the students responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. To give positive encouragement, feedback and praise to reinforce and sustain the students efforts and develop self-reliance and self-esteem. To mark the students learning under the direction of the subject teacher. To support the students in developing social skills both in and out of the classroom. To support the use of ICT in learning activities and with specific programmes to support learning. To provide regular feedback on the students learning and behaviour to the teacher, SENCo or Inclusion Leader, including feedback on the effectiveness of the behaviour strategies adopted. Under the direction of the teacher, carry out and report on systematic observations of students to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development. Where appropriate, to know and apply positive handling techniques. To contribute towards reviews of the students progress as appropriate. 			
Recording & Assessment			

- To maintain an accurate record of the purpose, nature and outcome of all teaching and learning carried out with the students.
- To maintain the Confidentiality Policy of the school inside and outside the workplace
- To update the Inclusion Leader, SENCO and Class Teacher by information sharing at regular meetings.

Additional Duties

- Works within the framework set by the teacher, to contribute effectively to planning and preparation of lessons and undertakes the PPA Cover role in these, including selection and preparation of students learning activities in accordance with professional judgements made by the Headteacher or other appropriate teaching staff.
- Use ICT to advance students learning and confidence.
- Participate in organisation and accompany students on off-site activities under an agreed system of supervision.
- Liaise with SENCo and Inclusion Leader to take part in training activities offered by the school to further knowledge and skills.

Accountability

- Accountable to Assistant Headteacher
- GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.