

Lancashire County Council

Job description for the post of: Cover Supervisor						
Directorate: Children and Young People			Location:	Lancashire		
Establishment or team:		Our Lady's Catholic College			Post number:	
Grade:	6		Line manager:	School Manager	Car user:	N/A
Staff responsibility:		Number of staff directly supervised:		Which business plan covers this post?		
<p>Core Purpose</p> <p>Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.</p> <p>Corporate Objectives: Lancashire a place where people can</p> <ul style="list-style-type: none"> • Feel safe • Lead healthy lives • Get help if they need it • Learn and develop • Work and prosper • Travel easily and safely • Enjoy a high quality environment 						
<p>Job Purpose:</p> <p>The role of Cover Supervisor is to support the operational management of the college by providing classroom cover as necessary</p>						
<p>Main Duties:</p> <ul style="list-style-type: none"> • Supervise work that has been set in accordance with the school policy • Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment. • Assist pupils to undertake set activities as appropriate. • Collect completed work after the lesson and return it to the appropriate teacher. • Report back as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class and any issues arising. • Establish productive working relationships with pupils, acting as a role model and setting high expectations. • Promote the inclusion and acceptance of all pupils within the classroom • Support pupils consistently whilst recognising and responding to their individual needs. • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities 						

- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested.
- Be aware of and comply with policies and procedure relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 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 the pupils.
- Supervise pupils on visits, trips and out of school activities as required.
- Assist with students boarding the buses for 10 minutes each evening.
- Attend and participate in meetings
- To take part in professional development
- To undertake tasks as agreed necessary by the Headteacher or Cover Co-ordinator

All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect changing roles and responsibilities.

Prepared by:	C Rowlands
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Date:	January 2020
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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.