

Coombe Boys' School

College Gardens, Blakes Lane, New Malden, Surrey KT3 6NU

Tel: 020 8949 1537 E-mail: enquiries@coombeboysschool.org

Job Title:	Cover Supervisor
Department or area:	Classroom
Responsible to: <i>(job title of line manager or immediate superior)</i>	Cover Manager
Responsible for: <i>(the number and job titles of direct subordinates)</i>	N/A
Contributes to performance reviews of:	N/A
Purpose of the post:	<ul style="list-style-type: none"> To oversee pupil study when a teacher is unavailable eg. due to absence..
Professional Values & Practice:	<ul style="list-style-type: none"> Communicate effectively and professionally with all levels of staff, external organisations, pupils and parents. Understand the contribution that support staff and other professionals make. Contribute to and share responsibility in the corporate life of the school.
Main Responsibilities:	<p>Results, Achievements, Standards</p> <ul style="list-style-type: none"> Support the policies and practices for School Administration which reflects the school's commitment to high achievement and effective teaching and learning. Support the shared understanding of the importance and role of the School Office in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life. <p>Teaching and Learning</p> <ul style="list-style-type: none"> Support staff in their drive to raise standards of teaching and learning. <p>Student Development and Well Being</p> <ul style="list-style-type: none"> Contribute to a purposeful learning environment where learners feel safe, secure and confident. Support staff to manage learner's behaviour constructively and promote self-control and independence. Understand and participate in the contribution made by the pupils' understanding of the duties, opportunities and rights of citizens; how to recognise and deal with racial/homophobic stereotyping. Support the development of: <ul style="list-style-type: none"> ➢ Effective communication and engagement ➢ Young person development ➢ Safeguarding and promoting the welfare of the child

		<ul style="list-style-type: none"> ➤ Support transitions ➤ Multi-agency working ➤ Sharing information <p>Relationships with Parents, Schools and Community</p> <ul style="list-style-type: none"> • Support the partnership with parents to involve them in their child's learning and support the provision of information about curriculum, attainment, progress and targets. • Ensure the parental contact is friendly, supportive and professional. • Ensure relationships with the wider community, other schools and external organisations is professional informative. <p>Learning and Growth</p> <ul style="list-style-type: none"> • Managing own learning and performance.
Main responsibilities and tasks:		<ul style="list-style-type: none"> • Supervise pupils in lessons or examinations. • Liaise with Head of Department and Line Manager as required. • Explain cover work to pupils. • Help pupils with the organisation of materials and their work. • Collect in work or comply with any special instructions requested by the usual teacher. • Ensure orderly lessons with a formal start and dismissal in line with school policy and procedures. • Work within the school behaviour policy. • Comply with any other reasonable request from the Headteacher or Office Manager.
School Development Plan Focus:		<ul style="list-style-type: none"> • To action relevant aims of the School Development Plan in line with school strategies direction as indicated by the Line Manager.
Appraisal:		<ul style="list-style-type: none"> • Participate in any arrangements within an agreed national framework for the appraisal of performance.
Key internal relationships:		<ul style="list-style-type: none"> • Headteacher and Senior Leadership Team, teaching staff, support staff, pupils and students..
External relationships:		<ul style="list-style-type: none"> • Other relevant organisations, community partners, borough staff, other schools in and out of borough, parents, visitors to the school.
Budget responsibilities:		<ul style="list-style-type: none"> • n/a
Health & Safety:		<ul style="list-style-type: none"> • Ensure health and safety and child protection regulations are observed at all times.

Terms of Employment

Time

Support staff do not have Directed Time within their hours. However staff may on occasion be asked to attend after school events and this is compensated for by their non-attendance at twilight Inset sessions.

Undertaking other duties as may reasonably be expected

NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.

Created by _____

Agreed by _____

Date / /