

COVER SUPERVISOR JOB DESCRIPTION AND PERSON SPECIFICATION

RESPONSIBLE TO: DEPUTY HEAD

OBJECTIVES

The role of the cover supervisor is to deliver good lessons to ensure students make excellent progress from their starting points. When not deployed for cover the colleague will be subject to the Teaching Assistant job description.

KEY TASKS

- Supervise whole classes to undertake work and activities set by their teachers.
- Take registers and adhere to EHCP guidance when delivering cover.
- Manage the behaviour of students to interact and work co-operatively with one another and ensure all are engaged in activities set.
- Respond appropriately to student needs as the lesson emerges.
- Collect work at the end of the lesson and return it to the teacher.
- Log concerns on SIMS and liaise with the class teacher.

LEADERSHIP

- Have good knowledge and how students learn.
- Establish a purposeful learning environment.
- Demonstrate, model and promote high standards of behaviour expected of students.
- Work with colleagues, specialist teachers and other professionals to maximise student outcomes when delivering cover lessons.
- To ensure effective/efficient deployment of classroom support when delivering cover.

SEND

- To play a full part in the life of the school community, to support its distinctive ethos and mission and to encourage staff and students to follow this example.
- Identify and implement appropriate strategies to support students with additional needs, those who are financially disadvantaged and those with EAL.

Marshfields School is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. All staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with school policy and current legislation.

OTHER DUTIES

Any other reasonable duties as requested by the Headteacher.

PERSON SPECIFICATION

	Required	Desirable	Evidence
Teaching and Learning	Has a consistent record of delivering lessons or strategies to good effect.		Lesson observations, examples of good practice as evidenced in letter of application.
Leadership	Has evidence of enriching the student experience for example through provision of extra-curricular activities, trips, visits, lunchtime clubs, strategies, 1:1 support. Excellent relationships with students.		Letter of application and interview. Interview.
Special Educational Needs	Evidence or good or better understanding of how students with SEND learn. Awareness of local and national SEND matters.	A commitment to ensuring students succeed in all areas of school life irrespective of their needs.	Interview.
Professional Development	Has evidence of continued professional development relevant to their interest and / or SEND.	The desire to complete a teacher training qualification.	Letter of application and interview.