



## CAMBORNE SCIENCE AND INTERNATIONAL ACADEMY

### JOB DESCRIPTION

<b>Job title:</b>	Cover Supervisor
<b>Grade:</b>	E
<b>Responsible to:</b>	Vice Principal in charge of cover.
<b>Direct supervisory responsibility:</b>	None
<b>Indirect supervisory responsibility:</b>	None
<b>Important Functional Relationships:</b>	<u>Internal:</u> Principal, Heads of Departments / Directors of Learning, Teachers, pupils, teaching support staff, SENCOs.  <u>External:</u> Governors, parents.

#### **Main purpose of the job**

To provide effective cover supervision in a range of classes and subjects in response to unforeseen short-term teacher absence, ensuring good order is maintained in the classroom and pupils keep to task. To work under the guidance of teaching/senior staff within an agreed system of supervision.

#### **Duties and responsibilities:**

1. To attend regular staff briefing meetings and departmental meetings to remain fully aware of teacher absences and the schools' changing requirements for teacher cover.
2. To liaise with the Head of Department with regard to distributing relevant papers and documents of suitable teaching materials which relate to the relevant Curriculum area and stage of progress of the pupils.
3. To establish constructive relationships and effectively communicate with teaching staff and Heads of Departments with regard to cover requirements for short-term teacher absence.
4. To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all pupils.
5. To attend whole staff briefing meetings and other communication meetings as required.
6. To administer pre-set work and associated teaching resources provided.

7. To provide instructions relating to pre-set activities for pupils in accordance with the instructions and explanations provided with the pre-set work by the Head of Department or teacher.
8. To respond to questions relating to the instructions and process for completion of pre-set work and the recognised school procedures.
9. To supervise pupils undertaking effective self-directed learning where appropriate, for example ICT Learn Centre. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
10. To support pupils consistently whilst recognising and responding to their individual needs.
11. To engage all pupils in the pre-set activities.
12. To collect pupils' work at the end of the lesson and return to the appropriate teacher or teacher's representative in accordance with the school's teacher cover policies and procedures.
13. To be responsible for ensuring classrooms are left clean and tidy after lessons, and all teaching materials and resources accounted for and stored securely when not in use.
14. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with the school's behaviour management policies and encourage pupils to take responsibility for their own behaviour.
15. To supervise and manage pupils' behaviour whilst covering teacher absences in accordance with the recognised behavioural standards to ensure an orderly and constructive environment for the class.
16. To deal with any immediate problems or emergencies that may occur in the class whilst covering the teacher's absence in accordance with the school's recognised policies and procedures.
17. To be responsible for keeping and updating records as agreed with the teacher.
18. To check and record pupil attendance and absences. To report all absences in accordance with the schools' recognised absence reporting procedures.
19. To report back to the teacher (or appropriate representative in the teacher's absence) any issues that may have arisen including problems with pre-set work, behavioural issues, concerns etc.
20. To participate in daily 20 minute sessions of lunchtime supervision.
21. To carry out administrative tasks associated with all of the above duties.
22. To remain aware and work within all relevant school working practices, policies and procedures.
23. To attend staff meetings and school-based INSET as required.

- 24. To contribute to the overall ethos of the school.
- 25. The post holder is responsible for his/her own self-development on a continuous basis.
- 26. To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may noted during the course of duty.
- 27. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
- 28. To undertake other duties appropriate to the grading of the post as required.
- 29. To maintain confidentiality of information acquired in the course of undertaking duties for the department.

Date: November 2003

Name: Signed: Date:

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## **PERSON SPECIFICATION**

**Job title:** Cover Supervisor

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>Relevant Experience</b>	At least 2/3 years experience of working with pupils of the relevant age in a learning environment.	Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist pupil groups.	Application form/ interview.
<b>Education &amp; Training</b>	Attainment of 5 GCSEs (A*-C) including English and Maths.  Pupil behaviour management training.  NVQ 3 for Teaching Assistants or equivalent qualifications or experience.	Training in the relevant strategies or curriculum areas.  Appropriate first aid training.	Application form/ interview.
<b>Special Knowledge &amp; Skills</b>	Up-to-date ICT skills.  Good listening & communication skills.  Knowledge of specific curricular areas or key stages.	Awareness of the SEN Code of Practice and guidance on meeting SEN.  Fully meets the nationally recognised HLTA standards.  Practical skills relating to planning & utilising individual learning programmes.	Application form/ interview.
<b>Any Additional Factors</b>	Self-motivated and able to work constructively as part of a team.  Ability to relate well to children and adults.  Understanding of principles of child development and learning processes.  Ability to work to deadlines and methodical approach to work.		Interview.