



DREAM BELIEVE ACHIEVE

JOB DESCRIPTION

POST DESIGNATION	COVER SUPERVISOR
RESPONSIBLE TO	DEPUTY HEAD TEACHER
GRADE	GRADE 4
HOURS	VARIOUS – TERM TIME ONLY

JOB PURPOSE:

To supervise students in classes during the absence of the assigned teacher, in order that they can continue their learning. Use prepared lesson plans and processes to manage the class, adhering to all the schools policies and procedures, including management of behaviour. Daily liaison with the SIMS manager to ensure full cover across school site and when cover is not required carry out duties related to the job level as directed by the Deputy Head Teacher.

DUTIES AND RESPONSIBILITIES

1. Main Duties

- 1.1. Supervise and deliver pre-planned programmes of work that has been set by a teacher during short term and medium term absences.
- 1.2. Manage the behavior of students whilst they are undertaking this work to ensure a constructive environment. Ensure all school behaviour policies are followed and appropriate individuals are informed of issues within the school
- 1.3. Be familiar with all relevant school policies including Health and Safety, Data Protection, CCTV, Behaviour management, SEN and Safeguarding.
- 1.4. Respond to any questions from students about process and procedures.
- 1.5. Provide support to Teachers in numeracy / literacy and SEN intervention as required
- 1.6. To assist the CAL in day to day departmental administration duties including classroom displays and photocopying. To monitor and maintain

all equipment records in all departments under the guidance of the individuals CAL's.

- 1.7. To support the staff in the 'intervention center' when required
- 1.8. Deal with any immediate problems or emergencies according to the school's policies and procedures.
- 1.9. To cover Tutor time and act as a Form Tutor where required.
To involve themselves in House activities and other whole school events during the school day as required.

2. Support for Teachers

- 2.1. Work with teachers to establish an appropriate learning environment
- 2.2. Work with teachers in lesson planning, evaluating and adjusting lessons / work plans as appropriate
- 2.3. Monitor and evaluate student responses to learning activities through observation and planned recoding of achievement against pre-determined learning objectives.
- 2.4. Provide objective and accurate feedback and reports as required or requested to teachers on student achievement, progress and other matters, ensuring the availability of appropriate evidence. Record and report all information in accordance with set policies and procedures using the correct systems and paperwork
- 2.5. Be responsible for keeping and updating all records related to student progress as agreed with the teachers and set systems / procedures. Contribute to the review of the systems and records.
- 2.6. Undertake marking of students work where appropriate and responsible for reporting achievement and progress accurately through the appropriate procedures.
- 2.7. Collect completed work after the lesson and pass to the appropriate teacher.
- 2.8. Promote positive values, attitudes and good student behaviour, dealing and reporting conflict and incidents in line with the school's agreed behavior and referral procedures, during the class and on any problems arising. Encourage students to take responsibility for their own behaviour.
- 2.9. Liaise sensitively and effectively with parents /carers as agreed with the teachers, within your role and responsibility. Participate in feedback sessions and meetings with parents on occasions when requested by the teachers or senior staff
- 2.10. Administer and assess routine tests including invigilating exams and tests as directed by the Exams and Data Officer

3. Support for the Curriculum

- 3.1. Implement agreed learning activities and teaching programmes, adjusting activities according to student needs and responses
- 3.2. Implement local and national learning strategies e.g. literacy, numeracy, KS3, KS4 and make effective use of opportunities provided by other learning activities to support the development of relevant skills

- 3.3. Support and be efficient in the use of all office ICT in learning activities and develop pupils competence and independence in its use
- 3.4. Help students to access learning activities through specialist support when necessary
- 3.5. Determine the need for, prepare and maintain general and specialist equipment and resources

4. Whole school support

- 4.1. Be aware of and comply with all policies and procedures related to child protection, Health and Safety, CCTV, Confidentiality, Data Protection and other school policies, reporting all concerns to the appropriate designated individuals
- 4.2. Be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop
- 4.3. Contribute to the overall ethos / work / aims of the school in a professional manner
- 4.4. Establish constructive relationships and communicate with other agencies and professional, in liaison with the teachers to support achievement and progress of students
- 4.5. Attend and participate in all meetings as required by your direct line manager and other teaching staff or senior management
- 4.6. Full participation in all training requirements
- 4.7. Recognise own strengths and areas of expertise and use these to advise and support others within the teaching and none teaching environment
- 4.8. Undertake planned supervision of students out of school hours learning activities including school trips – as directed and required by the Deputy Head Teacher
- 4.9. To carry out exam invigilation for the whole school as directed by the Exams and Data Officer

5. Other responsibilities

- 5.1. Responsible for weekly submission on own TIMELOG
- 5.2. Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- 5.3. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 5.4. To ensure that all tasks are carried out with due regard to Health and Safety.
- 5.5. The jobholder is required to contribute to and support the overall aims and ethos of the school.
- 5.6. All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.
- 5.7. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.