

JOB DESCRIPTION

Post Title: Cover Supervisor

Conditions of Service: NJC

Salary Grade: Scale 4, Point 7 - 11

Hours of Work: 29.75 hours per week, 39 weeks per annum term time only

Organisational Relationships

Responsible to:

1. Relevant Senior Leadership Team member with responsibility
2. The Headteacher
3. The Governing Body

Reports to:

1. Cover Manager
2. TLL Lead

PURPOSE:

- To work as part of a large team of teachers and support staff involved in the delivery of differentiated learning, and educational programmes designed by teachers.
- Under the direction of a designated member of staff, to act as a cover supervisor for classes where there are short-term absences of timetabled classroom teachers and for specific learning activities involving classes and small groups.

REPORTING TO:

- Cover Manager - daily
- The Cover Supervisor role is overseen by a member of the school's senior leadership team. The frequency of meetings is determined by the school's performance management policies and practice.

MAIN DUTIES:

- Acting as a Cover Supervisor (if required) in the absence of the class teacher by:
- Ensuring that students are supervised whilst undertaking prepared or self-directed learning activities
- Ensuring that students are managed and well-behaved
- Dealing with any immediate problems/emergencies according to the school's policies/procedures
- Collecting completed work after lessons and return to appropriate teachers where requested

- Reporting as appropriate using the school's agreed referral procedures, on the completion of tasks, behaviour for learning of students during the class and on any problems arising
- To attend and participate in relevant staff meetings and professional development as requested.
- Understand, comply with and contribute to the development of the school's policies and support service procedures including the all safeguarding and child protection, equal opportunities, health and safety, confidentiality and data protection
- Adapt the delivery of learning materials and support, taking into account the needs of students, to aid them in learning as effectively as possible
- Develop methods of promoting and reinforcing students' self-esteem and independence within the classroom and school environment.
- Highlight the need for additional support in consultation with appropriate professional staff
- Together with teaching staff be involved in monitoring of student progress and maintaining related records
- In consultation with teaching staff, participate in the evaluation of the support programmes for students, contributing to reviews of children's progress, including formal reviews of statements.
- Provide regular feedback and assessment on children's progress to class teachers, form tutors and other professionals as required
- To assist in the evaluation of the impact of covered lessons on pupils and throughout the school.
- Develop positive and effective relationships with students to foster a positive learning ethos in all lessons
- Alongside teaching staff, develop effective relationships and links between home and school.
- Participate in the development and delivery of the programme of Out of Hours extracurricular/study activities and under the guidance and direction of senior staff
- Support the use of ICT and to ensure the appropriate and safe use of equipment and resources.
- When not required as a Cover Supervisor to support in classrooms where needed including exam invigilation and the development of classroom display
- Provide clerical/admin support, e.g., photocopying, typing, filing, collecting money etc.
- To be a fully trained First Aider and to undertake medical needs training and administering of medication
- To assist in the induction of daily supply teachers with the daily practice of supervising students at the school
- To provide supervision of students during half-term and holiday intervention programmes as required.
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GENERAL

- To take part in the school performance review process.
- The post holder will be expected to undertake such tasks, which are commensurate with the position at the direction of the headteacher.

- To support the Governing Body in its whole-hearted adoption of the School's policies and aims.
- To be committed to safeguarding and promoting the welfare of children and young people and an expectation for all staff to share this commitment

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The postholder will be expected to carry out such tasks as are commensurate with the duties and responsibilities of the post.