

JOB FAMILIES ~ Student Welfare Team**Job Title: Cover Supervisor, Grade – JG4**

Role purpose: To supervise the learning of whole classes during the short-term absence of their class teacher as they undertake the work set for them; to invigilate tests and examinations; to support in lessons and to accompany staff and students on educational visits. To manage behaviour during lunch breaks.	
Typical activities <ul style="list-style-type: none">• Supervise the work of whole classes set by their class/subject teacher in the cover suite (Room 161) and in classrooms as needed.• Register and record pupil attendance in lessons.• Answer pupil queries about process and procedures relating to the lesson and the work set.• Manage and record the behaviour of pupils using the school's established behaviour and rewards system to ensure a constructive learning environment is maintained at all times.• Deal with any immediate problems or emergencies according to school policies and procedures.• Collect completed work after the lesson and return it to the appropriate teacher.• Assist with other activities relating to the supervision of pupils e.g. general supervision during lunch periods and with the support and delivery of learning e.g. personal assistance to teachers, supporting teachers in the classroom.• To contribute to the good order and running of the school by doing any other task deemed reasonable by the Headteacher and commensurate with the grade.	Knowledge, skills & experience <ul style="list-style-type: none">• NVQ level 2 in literacy and numeracy• Previous experience of working in a school (desirable)• Excellent IT skills• A firm but fair approach• Ability to work accurately and meet deadlines.• Awareness and general understanding of the service area technical protocols, regulations and relevant legislation• Ability to work with colleagues and to communicate and engage with staff and students effectively.
Performance measures	Competencies
Quantifiable objectives ~ e.g. Feedback from service users, colleagues and partner agencies Key Performance Indicators (where available) Line manager assessment	<u>Team Working</u> ~ cooperation and flexibility, contributes positively by sharing information and supports team consensus <u>Outcome focused</u> ~ makes specific changes in work methods to improve performance for the service user <u>Problem Solving & judgment</u> ~ confident in making decisions within guidelines <u>Planning & Organising</u> ~ prioritises what is important in line with team & service goals <u>Business Awareness</u> ~ understands the role of others in relation to the impact on own role and recognises how decisions made in other areas can impact on them.