**GREENFORD HIGH SCHOOL**

**Cover Supervisor**

32.5 Hours a week (full-time); Term Time plus inset days; from Point 21depending on experience

**Job Description**

**Purpose of the post:** To supervise and support whole classes during the short-term absence of a class teacher

**Responsible to:** The relevant Head of Department in relation to the teaching of the subject; the Cover Manager in terms of deployment

**Main purpose of the post:**

1. The Cover Supervisor is required to supervise whole classes during the short-term absence of a class teacher. The Cover Supervisor will deliver pre-prepared activities and ensure that students make genuine progress in terms of learning and completing the work set.
2. The Cover Supervisor will maintain a purposeful, calm working environment in the class to allow student learning to take place and to maximise the opportunities for the student to progress.
3. The Cover Supervisor is not expected to plan lessons or schemes of work, but will ensure that good learning habits are promoted amongst individuals, groups of pupils or whole classes.
4. We will try to deploy Cover Supervisors in areas that they feel more comfortable teaching/supervising, such as PE, English, Maths etc. In some circumstances, the Cover Supervisor may even have regular timetabled lessons in certain areas.
5. To supervise students in classrooms and other study areas as required.
6. To provide general support to class teacher(s) in the management and organisation of the pupil and the classroom
7. To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
8. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
9. To mentor students to raise their achievement.
10. To provide general admin duties as required.
11. To accompany appropriate school trips, or support school events, as requested.
12. To undertake training, inset, and personalised coaching as required, in order to improve and develop classroom practice and enable effective learning, allowing all students to progress.

**Other responsibilities and tasks:**

* To support positive working relationship with the pupils, acting as a role model and setting high expectations.
* To support pupils learning in the most effective way by addressing their personal needs whilst encouraging their independence.
* To support pupils with special educational needs, and those of more-ability, through the delivery of appropriately differentiated lessons and individual student support.
* To encourage pupils to participate in the lesson and work co-operatively and respectfully, ensuring all pupils are engaged in activities.
* To undertake First Aid training, as provided by the school

**Person Specification**

**Qualifications**

Degree or equivalent qualification desirable

### Professional Knowledge and Experience

* Knowledge and understanding of the school’s child protection and safeguarding policies and procedures.
* Understanding and/or experience of current developments in secondary education.
* Understanding and experience of tackling the social, emotional and psychological obstacles to students’ learning and achievement.
* Knowledge of the implications for working in a multicultural environment.
* Knowledge and understanding of issues related to equal opportunities and their implications for classroom practices in teaching.
* Experience of working with relevant age groups within a learning environment
* Experience of working with children with Special Needs

### Professional Skills

* Ability to work professionally, positively and effectively as part of a team
* Ability to provide constructive feedback to aid pupil progress
* Ability to build and maintain effective relationships with pupils, treating them equitably with respect and consideration
* Ability to understand the roles of parents and carers in pupils’ learning and demonstrate ability to liaise with parents and carers sensitively and effectively
* Ability and willingness to identify own training needs, participate in training and evaluate own learning
* Ability to motivate pupils through the use of a variety of methods and the setting of appropriate goals and monitoring of progress
* Ability to assess, monitor and report on students’ progress
* Ability to successfully encourage students to the highest standards of individual achievement

# Educational Commitment

* Commitment to the welfare of each and every child and to the school’s child protection and safeguarding policies and procedures.
* Commitment to the promotion of positive images and equality of opportunity for all students, irrespective of gender, sexuality, disability or ethnicity.
* Commitment to the school’s Mission Statement and Code of Conduct.
* Commitment to the achievement of quality in education by through Continuous Professional Development.
* Commitment to the development of links between the school, home and the community

Commitment to providing a supportive environment for the pupils, particularly for those with special educational needs

* Commitment to developing and using ICT for the benefit of students’ learning