

Highgate Wood School Arts College is a mixed Comprehensive School group 7, situated in the Crouch End playing field area of the London Borough of Haringey

Age range 11 - 18

### **Job Description**

<b>Post Title:</b>	<b>Cover Supervisor</b>
<b>Grade:</b>	Scale – 5 (40 weeks – 36 hours per week) (Typically 08.15 – 16.00 including a 30 min lunch break)
<b>Responsible To:</b>	Line Manager SLT responsible for Cover
<b>Responsible For:</b>	
<b>Main Duties:</b>	<p>To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and could involve assisting the teacher in the whole planning cycle and the management/ preparation of resources.</p> <p>Cover Supervisors will supervise whole classes during the short-term or long-term absence of teachers. The primary focus will be to maintain good order, deliver work set by the absent teacher and to keep pupils on task.</p>

#### **1. Support for Pupils**

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Answer student queries about process and procedures relating to the lesson
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Give out appropriate working materials as directed at the start of lessons
- Collect completed work after the lesson and return it to the appropriate teacher

#### **2. Support for the Teacher**

- Work with the teacher to establish an appropriate learning environment
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. Support e.g. administer coursework, produce worksheets for agreed activities etc.

### **3. Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

### **4. Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings as appropriate.
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- Undertake supervision of students at break and lunchtimes in accordance with the school's duty rota
- Act proactively in the day to day management of student behaviour in communal spaces and corridors
- Willing to take on relevant training in basic first aid

### **Arrangements for performance management and review:**

There is an annual performance management cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

