K I R K L E E S COUNCIL

JOB DESCRIPTION

SECTION: **ALL SCHOOLS MODEL – ETA 'ADDITIONAL DUTIES'**

JOB TITLE: **COVER SUPERVISOR**
Spen Valley High School

GRADE: **7 (SCP 14)**

PURPOSE OF JOB

To work as part of a team including teachers and other support staff to support the learning and welfare of all pupils/students.

To provide practical support for learning, educational activities, developing social skills, integration and for securing pupils/students physical and emotional well being.

To provide short term cover in the absence of the classroom Teacher.

KEY AREAS

1. Teaching and Learning Support
2. Pupil/Student Support/Supervision
3. General

DUTIES AND RESPONSIBILITIES

1. Teaching Learning Support

1.1 To undertake short term cover in the absence of the class Teacher administering pre-planned activities to whole classes.

1.2 To assist in training new and temporary members of the team, particularly on the behavioural management strategies followed by the teacher.

1.3 To provide objective and accurate feedback and reports as required to the teacher on pupil/student achievement, progress and other matters, ensuring the availability of appropriate evidence.

1.4 To deal with any immediate problems or emergences in according to the schools policies and procedures.

1.5 To report back as appropriate on the behaviour of pupil/students during the class and any issues arising.

2. Pupil/Student Support/Supervision

2.1 In liaison with appropriate staff, to supervise the pupils/students on the school site during mid day break.

2.2 To manage the behaviour of pupils/students whilst they are undertaking their work to ensure a constructive environment in support of learning.

2.3 To respond to any question from pupils/students about process and procedures.

3. General

The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.

3.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click here to read our safeguarding policy.
Alternatively go to:
https://jobs.kirklees.gov.uk/GenText.aspx?page=page1

3.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

RESPONSIBLE TO: **Assistant Deputy Headteacher**

RESPONSIBLE FOR: **None**

Date	19 March 2019

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