



Bristol Cathedral Choir School

Cover Supervisor

BRISTOL CATHEDRAL CHOIR SCHOOL

Post:	Cover Supervisor
Responsible to:	Assistant Principal

Core Purpose: To supervise classes as they undertake work set in the short-term absence of the class teacher.

Main Responsibilities & Duties:

Supervision of classes as they undertake work set in the short-term absence of the class teacher.

To liaise with subject staff, in particular curriculum team leaders and the coordinator of supply cover (SLT).

To implement school policies when supervising classes, particularly in relation to:

- Good behaviour and conduct
- Attendance
- Disciplinary routes/referrals
- Whole school expectations
- Tutoring
- Developing good working relationships with students and classes

To undertake training and professional development programmes provided by the school to suit the appropriate needs of the successful candidate.

To assist with other support staff duties when not required to supervise classes. This could include learning support for individuals or groups of students, or clerical work. Acting as a learning support assistant would mean:

- Accompanying students with special needs to some mainstream classes.
- Helping students to deal with the work in mainstream classes in whatever way is most suitable, after discussion with the subject teacher and the Learning Support Manager.

This may involve:

1. reading texts to students or being a scribe,
2. helping students to plan his/her written work,
3. helping the subject teacher to produce suitable material,
4. removing students for more intensive explanation of subject matter,
5. supporting practical subjects for students who have physical difficulties.

In addition, developing and implementing structured teaching and learning activities, monitoring and evaluating students' responses to learning activities, recording progress and achievement in lessons and providing objective and accurate feedback to teachers are skills we would wish to develop with the successful candidate over a period of time.

The ability to support games teaching and contribute to the co-curricular sporting programme would be highly desirable.

The candidate will also be expected to be involved in educational visits. Possible administrative duties will be discussed at interview.

Notes: The duties outlined in this job description may be modified by The Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This document does not form part of your contract of employment with the school.