



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

Post: **COVER SUPERVISOR**

Responsible to: **DEPUTY HEADTEACHER**

Grade: **GRADE 5 / POINT 8-14**

PURPOSE

To supervise and provide in class supervision for groups or whole classes across all curriculum areas when the teacher normally responsible for teaching the class is absent from the classroom at the time they have been timetabled to teach (during periods of planned or unplanned short-term absence). This will be under the direction/instruction of teaching and/or senior staff but will not require the presence of a teacher.

To manage the behaviour of students, making appropriate use of Sir Thomas Boteler Church of England High School's procedures and referral systems.

To support the learning of students within your care by providing further explanation of the work set where necessary and giving student feedback during lesson time.

To ensure that young people can access the School's Schemes for Learning whilst no active teaching is taking place.

To liaise with teaching staff in order to collate planned relevant work for the group or class, set by a qualified teacher.

To recognise specific individual learning needs, enabling access to learning for all young people.

PRINCIPLE ACCOUNTABILITIES:

- To liaise daily with the member of staff responsible for cover management or the line manager, in line with the schools procedure.

- Establish good working relationships with students, acting as a role model and setting high expectations of behaviour, work ethic and dress.
- Take classes for teaching colleagues using the work that has been set.
- To undertake tutor absence cover as required.
- To supervise pupils during lessons and on entry and departure of lessons in accordance with the school procedures.
- Provide classroom support for teaching staff as required.
- Respond appropriately to individual student needs within the lesson to enhance the quality of the work produced and progress made.
- Promote inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities in an appropriate manner.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established academy procedure.
- Provide feedback to students in relation to their completion of the work set during the course of the lesson.
- Provide feedback to the Head of Department/usual subject teacher of the class regarding student progress and issues that may have arisen.
- Attend staff training days when necessary, some of which may be outside normal working hours or in closure periods.
- Accompany teaching staff and young people on visits, trips and out of school activities as required.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and behaviour for learning; and report all concerns to the appropriate person.
- Provide First Aid as and when required (priority will be given to Cover Supervisor duties). First aid training will be provided.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

KEY KNOWLEDGE & SKILLS:

- Ability to work independently with groups/classes of young people.
 - A thorough understanding of classroom roles and responsibilities.
 - Sound knowledge of Microsoft software, SIMS.NET.
 - Good keyboard / computer skills.
 - Ability to work as part of a team.
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EVENTS TO ATTEND:

- TCAT training.
 - Department meetings.
 - Staff meetings.
 - Other school events and meetings as directed by the Headteacher.
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WORKING RELATIONSHIPS:

Internal – Teaching and Support Staff, Governors.

External – Parents/Carers, TCAT Staff, LA Staff, Public.

The details in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time and will consult with the post holder at the appropriate time.