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**Cover Supervisor**

**Confident**

All members are actively learning and developing.

**Aspirational**

An academic core, enriched with creative and specialist pathways.

**Respectful**

All members manage themselves well and respect each other.

**Reflective**

All members celebrate, support and help each other.

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| **Scale: 6** | **Hours worked per week:** 35 hours | **Working Times:**8.30am until 4.30 pm with 1 hour lunch |
| **Range:****18-20** | **Weeks worked per year** : Term Time Only | Job description date**:** **04/04/19** |

*All appointments at Arts and Media school Islington are made in accordance*

*With the agreed School’s Equal Opportunities Employment Policy.*

*All employees are expected to adhere to the agreed School Policies as set out in the Staff handbook*

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**Job Title:** Cover Supervisor

**Responsible To:** Exams Manager and Cover Co-ordinator

**Key Relationships/ Liaison with:** All stakeholders (Parents, Pupils, Visitors, Staff)

**Responsible for:**

-This post carries no line management responsibility

**Purpose of the post:**

Undertaking of whole class supervision in the absence of the class teacher; under the supervisory arrangements established by the school. To support the class teacher in all aspects of teaching and enhance learning opportunities for pupils, bringing to bear knowledge and practical experience gained through working with pupils, and through their theoretical and academic experience/achievement.

**Principal Responsibilities**

1. Undertake whole class supervision in the absence of the class teacher, following agreed lesson plans, support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising over problems. Facilitate the intellectual and social development of pupils, supporting the achievement of literacy, numeracy and other curriculum targets. Prepare, develop, maintain and deploy appropriate learning aids, materials and equipment, including ICT, to assist in teaching. Advise on the suitability of such resources including their appropriateness in the culturally and linguistically diverse classroom.
2. Contribute to the monitoring, recording and assessment of pupil progress through observation and questioning against pupil targets (and individual Educational Plans where relevant) keeping detailed records of individual’s progress. Assist teachers in the evaluation and revision of lessons and work programmes for individuals and groups of pupils.
3. Contribute to the development of a purposeful working atmosphere and implement and monitor the school’s behaviour and any related policies and procedures. Invigilate tests and examinations as directed. Supervise whole groups in particular curriculum activities and the class for agreed periods. Accompany students on trips as required.
4. Develop and maintain supportive relationships with parents, carers and others of the pupil’s community. Work collaboratively with other agencies and professionals, as necessary. Attend parent’s evenings as required and contribute to the discussions about individual student’s progress. Attend school/departmental meetings to contribute to discussions about individual students and classes where appropriate.
5. Contribute to the care, health and welfare of pupils in accordance with the school’s health and safety, safeguarding, equal opportunities and other related policies.
6. As required, lead specific aspects of teaching, learning and personal development, for example projects or activities. Take part in training activities offered by the school and develop curricular knowledge as required. Provide consistent and effective support in line with the requirements and responsibilities of the role.
7. Working as part of the cover team, support and assist with all aspects of cover. This may include working with the SEN department, Heads of departments and external agencies.
8. Deputise for the Cover Manager as required. This is likely to be during the exam periods and will require a start time of 7am for the duration (training will be given)

**Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at anytime after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Flexibility**

All school staff may be required, from time to time, to work as directed by the Headteacher to provide cover for administrative functions within the school. This may include exam invigilation, student supervision and other duties not normally detailed elsewhere within their job description.

**Working times.**

Due to the nature of the role the working hours will adjust to the requirements of the school.

**8am until 4pm** – core hours.

**7am – 3pm** - when needed to deputise for the Cover Manager.