

Cover Supervisor Unqualified Teacher Scale (2-6)

Job Description

Managed by	Deputy Headteacher – Teaching and Learning
Framework	To work within the framework of Teacher’s Pay and Conditions, current Legislation and the policies of the School and to promote and safeguard the welfare of children.

Key Purpose

- ◆ To deliver high quality lessons based on planning
- ◆ The progress and achievement of the pupils you teach
- ◆ The effective and efficient use of resources.

Job description

The following duties are included in the professional duties which a cover supervisor may be required to perform:

Teaching

To work in accordance with the curriculum for the school and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you, including-

- Teaching, according to their educational needs, the pupils assigned to you
- Setting work to be carried out by the pupil in school and elsewhere, and marking if delivering over a longer period of time
- Assessing, recording and reporting on the development, progress and attainment of pupils you have taught where necessary, to the Learning Director, or Class Teacher

Other activities

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions, and making relevant records and reports
- Making records of and reports on the personal and social needs of pupils
- Communicating and consulting with the parents of pupils
- Communicating and cooperating with persons or bodies outside the school
- Participating in meetings arranged for any of the purposes described above

Assessments and reports

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

Performance Management

- Participating in arrangements made in accordance with regulations for the appraisal of your own performance.

Review, induction, further training and development

- Reviewing from time to time your methods of teaching and programmes of work
- Participating in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in

appraisal objectives or in appraisal statements

- In the case of a teacher serving an induction period pursuant to the Induction regulations, participating in arrangements for your supervision and training.

Discipline, health and safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorized school activities elsewhere

Staff meetings and Professional Development

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

External examinations

Cover supervisors will normally not be routinely required to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, though they may be if circumstances reasonably require. Duties may include, however:

- Participating in arrangements for preparing pupils for external examinations
- Assessing pupils for the purposes of such examinations and recording and reporting such assessments
- Participating in arrangements for pupils presentation for, and conducting, such examinations

Administration

Cover Supervisors will be expected to exercise a professional judgement in school and the classroom. Duties may include, however:

- Participating in administrative and organisational tasks as are described above, including the direction or supervision of persons providing support for the teachers in the school
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Working time

A cover supervisor employed full-time shall be available for work for 195 days in any school year, of which 190 days shall be days on which you may be required to teach pupils in addition to carrying out other duties. Those 195 days shall be specified by the employer. You will be available to perform such duties at such times and places as may be specified by the Executive Headteacher or Head of School for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available for work. You will be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00p.m.

In addition, you will work such reasonable hours as may be needed to enable you to discharge effectively your professional duties. You will be allowed reasonable periods of time to enable you to plan, prepare and assess, record and report on the progress and attainment of pupils (PPA time) within the 1265 hours. It will not be less than 10% of your timetabled teaching time. PPA will be allocated on a weekly basis at a max of 10% where cover allows.

Arrangements for part time teachers operate as above on a proportional basis.

Other tasks may be reasonably directed by the Executive Headteacher or Head of School.