



Job Description

Cover Supervisor

18 hours per week – part-time/term time only

Permanent Role

Reporting to:	Head Teacher, Line Manager, Heads of Year, Class Teacher.
Purpose:	<p>To supervise groups and whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures.</p> <p>To ensure that young people can still access the National Curriculum whilst no active teaching is taking place.</p> <p>To liaise with teaching staff in order to collate planned relevant work for the group or class, set by a qualified teacher.</p>
Areas of Responsibility:	<p>Main Duties:</p> <p>The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.</p> <p>Key Tasks:</p> <ul style="list-style-type: none"> • Under the agreed system of supervision, during the short term absence of the classroom teacher, to supervise pupils undertaking work which has been set in accordance with the school's policy for cover supervision. • To manage pupil behaviour and deal promptly with conflict and incidents in line with established school policy. • To deal with any immediate problems or emergencies, in the absence of the teacher, according to the school's policies and procedures. • To return the work completed by pupils to the appropriate teacher and feedback on any behavioural or other issues, using the school's agreed referral procedures. • To monitor and evaluate pupils' responses to learning activities through observation and recording of achievement and provide feedback/reports as required. • To use and support the use of ICT effectively to support learning activities and develop pupils' competence and independence in its use. • To undertake activities as directed by the teacher, with groups or whole classes, individuals or small groups of pupils. • To support the delivery of literacy/numeracy programmes, effectively utilising any alternative learning opportunities to support extended development.

	<p>Pupil Support</p> <ul style="list-style-type: none"> • To establish good working relationships with young people, acting as a positive role model and setting high expectations • To effectively communicate to groups and whole classes giving direction regarding pre-set work prepared by a qualified teacher for the cover lesson • To support pupils by responding to their individual needs and promote the inclusion and acceptance of all pupils in the classroom. • To provide feedback to pupils in relation to progress and achievement. <p>Classroom Support</p> <ul style="list-style-type: none"> • To follow the school policy documents and schemes of work and keep updated with school and National Curriculum documentation. • To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests. • Under teacher overall control, accept shared responsibility for the creation of a safe environment for pupils within and outside the classroom and comply with the appropriate policies and procedures, reporting all concerns to an appropriate person. • Under the supervision of the Head Teacher or other designated teachers, to invigilate internal and external examinations or act as a 1:1 reader/support for pupils. • To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment. • To demonstrate creativity in assisting with the practical resourcing of the classroom. • At the end of lessons to collect completed work and arrange for its return to the Cover Manager. • To attend and participate in regular meetings and participate in training and other learning activities, as required. <p>Supporting School:</p> <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support and contribute to its Catholic mission and ethos • Safeguard the confidentiality of information relating to students and staff always • Report any security breaches immediately to the ICT Manager • To attend relevant in-service training • Actively promote, comply and adhere to all school policies • Demonstrate willingness to support new initiatives within the school • Participate fully in training, learning development and the school's performance management system for support staff • Promote positive values, attitudes and good pupil behaviour. • Supervise pupils on visits and trips and support other Support Assistants as required. • Comply with all school policies and procedures, but notably relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
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	<ul style="list-style-type: none"> • Be aware of and support diversity and ensure all young people have equal access to opportunities and are provided with a safe and non-threatening learning environment. • To undertake tutor absence cover, lunch time &, break time duties as required and pre and post school duties in line with school procedures & within working hours. • To participate in training and other learning activities as required and to participate in the schools support staff performance review process.
Supervision:	To work under the supervision of your Line Manager and Cover Manager.
Working Time:	18 hours per week over 3 days 8.30am to 3.00pm with 30 minute unpaid lunch break. Flexibility will be required as some additional hours may need to be worked to support events taking place outside of school.
Salary/Grade:	NJC Scale 2 SCP 4 £19,264
Disclosure level:	Enhanced
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of post holder: _____

Date: _____