



JOB DESCRIPTION

Post Title: Cover Supervisor

Reporting to: Senior Team Member with responsibility for Cover

Scale: Grade 6 – Points 26-28

Contract: Permanent

Main Duties and Responsibilities

Support for Students

- Use specialist (curricular/learning) skills/training/experience to support students
- Establish productive working relationships with students, acting as a role model and setting high expectations
- To communicate the work set by the teacher to the students
- To provide classroom supervision in the absence of the teacher
- To respond to questions and generally assist students to undertake set activities.
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Provide feedback to students in relation to progress and achievement
- Respond to any questions from students about process and procedures
- To facilitate mentoring opportunities for students as required

Support for the Teacher

- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back as appropriate using the school's pro forma, commenting on behaviour of students during the class and any issues arising
- To complete administrative tasks e.g. Class register and provide feedback to the teacher on class progress
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of system/records as requested
- Promote positive values, attitudes and good student behaviour, in line with school policy

Support for the Curriculum

- Supervise work that has been set in accordance with the school policy
- Manage the behaviour of students whilst they are undertaking work to ensure a constructive environment for learning

- Help students to access learning activities through specialist support
- To provide additional class support for teachers or carry out administrative tasks if not required for cover
- To assist with classroom displays as requested

Support for the School

- To be available for break duty/lesson changeover
 - Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
 - To accompany visits and field trips as required
 - Be able to understand and use a range of strategies to deal with classroom behaviour as a whole and also individual behaviour needs
 - Use skills and experience to manage safely classroom activities, the physical learning space and resources for which you are responsible
 - Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
 - Contribute to the overall ethos/work/aims of the school
 - Participate in training and other learning activities as required
 - Recognise own strengths and areas of expertise and use these to advise and support others
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- To support a range of duties when not required for cover during the working day
 - To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
 - To undertake such other duties, training and/or hours of work as may be reasonable required and which are consistent with the general level of responsibility of this job
 - To undertake health and safety duties commensurate with the post and/or as detailed in the health and Safety Policy
 - Invigilate examinations as requested

Other Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.
- To participate in the School's emergency response arrangements as directed by the designated officer.

Contacts

In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive relationships.

Internal : Teaching staff, Operations staff, Teaching Assistants, Students

External : Schools and Colleges, parents, Community partners

NOTES

- The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy.
- All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.
- All duties and responsibilities must be carried out with due regard to Ipsley's Health and Safety Policy.
- Duties which include the processing of any personal data must be undertaken within GDPR regulations and policies.

March 2019