

## **Cover Supervisor**

### **Grade D**

**35 hours per week - 39 weeks per year**

### **Job Description**

- To enable the provision of learning to continue in the absence of the teacher normally responsible for teaching a particular class, by utilising pre-prepared lesson plans.
- To managing effectively the behaviour of students, and where no cover duties are required, to undertake activities to assist teachers in the delivery of the curriculum

### **Key Tasks**

1. In the absence of the teacher, in liaison with the faculty / department to be responsible for the supervision of students, utilising work that has been set in accordance with the School Policy.
2. To build and maintain supportive relationships with students, treating all individuals consistently and with respect and consideration. To encourage the acceptance and inclusion of all students to establish a purposeful, orderly and productive working environment.
3. To promote and ensure the health and safety, good behaviour and uniform standards of the students at all times.
4. To support the learning of students by explaining, reading, clarifying work and encouraging the successful completion of tasks and to respond to questions from the students relating to the pre-set work.
5. To deal with any immediate problems or emergencies according the School's policies and procedures.
6. To collect completed work after the lesson and return it to the appropriate teacher providing objective and accurate feedback and reports as required regarding student achievement, progress and other matters if appropriate.
7. To ensure the security of classroom equipment and resources including ICT.
8. To use the School's agreed referral procedures on the behaviour of students; reporting any issues arising during the class to the appropriate teacher in line with the schools' sanction policy.
9. To administer and assess routine tests and invigilate exams/tests.
10. To participate in a programme of staff development at the direction of the Headteacher.

11. To participate fully in the School's performance management processes.
12. To be an effective role model for the standards of behaviour expected of pupils.
13. To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
14. To ensure all pupils have equal access to opportunities to learn and develop.
15. Contribute to the overall ethos/work/aims of the school.
16. Where no cover is required, to undertake activities to assist teachers in the delivery of the curriculum, at the direction of the Headteacher.
17. To undertake other relevant duties commensurate with the grading of the post.
18. Assist the school in keeping up-to-date attendance records, by taking class registers and reporting details in accordance with the schools' attendance procedures.
19. Support the work of the Learning Support Teams either in class with individual or groups of students.
20. To be responsible for ensuring classrooms are left clean and tidy after lessons, and all teaching materials and resources accounted for and stored securely when not in use.

Such activities may include (but are not limited to):

- i. Assisting in the supervision, training and development of staff.
- ii. Monitoring and managing stock within an agreed budget, cataloguing resources and undertaking audits as required.
- iii. Helping plan group and individual work programmes and reviewing work activities.
- iv. Joining in with the activities of the pupils in classes and contributing to the assessment and record keeping.
- v. Assisting in the preparation of equipment and materials.
- vi. Providing clerical/admin support e.g. typing, photocopying, printing, display, collection and recording of money, etc.