



## JOB DESCRIPTION

**Post Title:** Curriculum (Cover) Supervisor - Casual

**Salary:** TA3

**Line Manager:** Cover Manager

**Hours:** As and when required

## OVERALL RESPONSIBILITY

- To cover short term absence of teaching staff, taking sole charge of a group of students.
- The primary focus will be to maintain good order and to keep students on task.

**In addition to providing short term cover for absent teachers, Curriculum Support will be expected to:**

- Supervise learning work that has been set in accordance with school policy.
- Manage the behaviour of students whilst they are undertaking work to ensure a constructive environment.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Respond to any questions from students about process and procedure.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class and any issues arising.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/administration support e.g. administer coursework; produce worksheets for agreed activities etc.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of students' out of school hours learning activities.

- Supervise students on visits, trips and out of school activities as required.

## **GENERAL**

- To take part in the school's Professional Review Process (BlueSky) and take advantage of any available training and professional development opportunities.
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, and Confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
- To positively contribute to the implementation of The Chase School's Climate Pledge to reduce our carbon footprint and promote sustainability, in accordance with legislative requirements and current best practice.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings when appropriate.
- To hold an Enhanced Disclosure Certificate, issued by the Disclosure and Barring Service.
- To assume such additional responsibilities relevant to this position as the Headteacher may from time to time request.