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| **Post Title:** | **Curriculum Cover Supervisor - Band F (NEW)** |
| **Reporting to:** | Assistant Headteacher / Headteacher |
| **Disclosure level:** | Enhanced DBS |
| **Christian Ethos:** | To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. |
| **Job Purpose** | To provide curriculum cover supervision for classes or groups of pupils whose usual teacher is absent and facilitate lessons at Key Stage 3 and Key Stage 4; focussing on maintaining good behaviour for learning and keeping pupils on task. This is to ensure that they achieve their full academic potential.  Cover supervisors will need to actively respond to questions and purposefully assist pupils to undertake activities set by the classteacher. This will involve being both adaptive, responsive and flexible in approach.  To undertake other non-teaching / support duties as directed during non-cover time; including in-class support, 1:1 pupil interventions, and mentoring. Additionally, administrative and/or ‘resourcing’ will also be required to be undertaken in non-cover time, such as supporting with the production of resource materials, examination invigilation, administration support and duties for absent colleagues.  This Job Description equates to 36 hours per week working / directed time. |
| **Responsible for:**  **Curriculum Cover Supervision -**  *Covering lessons for absent teaching staff on a day to day basis as requested by the Cover Co-ordinator / Assistant Headteacher. This includes:*   * Ensuring ‘threshold’ requirements are met at the start of every lesson covered * Facilitating, when required, “live learning”, where a teacher leads the learning remotely, with the Cover Supervisor supporting pupils in ‘real-time’ * Facilitating the delivery of synchronistic and asynchronistic learning, usually through a platform such as Google Classroom * Supervision of subject specific work, as set by Curriculum / Subject Leaders and / or teaching staff * Ensuring during any lessons covered, that pupils remain on task and adhere to all codes of conduct and expected standards of behaviour * Ensuring pupils are working in such a manner as to guarantee commensurate progress gains during any given lesson * Ensuring that all guidelines for classroom supervision are carried out and pupils meet classroom expectations, in line with the School’s Teaching & Learning Policy * Ensuring an excellent climate for learning / learning environment in all lessons covered, through ensuring classroom management skills and behaviour for learning principles are embedded in everyday practice, thus resulting in effective and deep pupil learning. This also includes a sound working knowledge of, and the proportionate use of online behavioural monitoring and recording systems * Where work has not been set / cannot be found, being proactive and adaptive, in ensuring no curriculum time is wasted and work is sourced at the earliest available opportunity * Ensuring all appropriate resources, including ICT-based, are available, as specified by the class teacher, to support pupil learning * Where ICT is used by pupils (e.g., laptops / Chromebooks), these are used appropriately by the pupils and that they remain on task, including through the use of the online teacher ‘monitoring’ system * Where additional adults are in classrooms with Cover Supervisors, such as Teaching Assistants, offering 1:1 support to SEND pupils, effective liaison is established, ensuring appropriate pupil support * After every lesson, provide timely and appropriate feedback to teaching staff re: pupil progress, work completed and any issues, both with learning and behaviour   **Registration Duties -**  *During registration, Cover Supervisors may be attached to a Form Group to provide cover for an absent Form Tutor. This work will include:*   * Taking a register and ensuring any notices are delivered to the From, as per Pastoral Staff direction * Deliver / support with the delivery of Collective Worship * Checking Pupil Planners are completed and homework is recorded * Undertaking the relevant uniform checks * Attending assemblies and ‘MIMOs’ as directed * Attending any pastoral briefings as required   **Non-Cover / Support Duties -**  *When a Cover Supervisor is not being used for Curriculum Cover, they will be attached to a Curriculum Area and are expected to undertake other non-teaching / support duties as directed. These include:*   * Participating in whole-school staff meetings as per the School Calendar * Attending Cover Supervisor meetings, as per the School Calendar, and / or as required * Undertaking training, as required (e.g., with regard to Management Information Systems), that will support in the effective execution of their role * Assisting with the production of any curriculum resources as directed * Carrying out any administrative tasks as directed, including, where necessary, ordering of stock and entry of pupil / examination data * When not being allocated a class to cover, being re-deployed to assist as an ‘additional adult’ to support teaching and learning in any class, as directed * Mentoring pupils, both at Key Stage 3 and 4, for multifarious reasons, such as under-attainment, pastoral welfare reasons, children who are looked after, those in receipt of Pupil Premium etc * To support pupils with 1:1 learning / intervention as directed   **After-School Duties -**  *Cover Supervisors will also be directed to cover / support in any of the following ways from 3.25-4.30pm, as agreed with and directed by their line-manager:*   * Provide cover, as and when required for Period 6 * Provide cover and/or have a regular ‘slot’ on the Night School Duty Rota, up until 4.30pm * Run after-school support sessions, including homework clubs, as required by Curriculum Areas. This will involve the day-to-day management of the session / club * Provide support and/or run any after-school sporting clubs, as directed by the PE Curriculum Area * Provide intervention / study support to individual pupils and/or groups of pupils with specific ‘characteristics’, such as Pupil Premium, Children who are Looked After etc * Provide generic intervention support for pupils as directed   **Other Expectations -**  *Cover Supervisors are also responsible for:*   * Ensuring they act as a role model for pupils, by demonstrating a professional approach both in the classroom and around the school at all times * All aspects of Health and Safety, pertaining to pupils, especially during every cover lesson. This includes ensuring all school policies and procedures pertaining to Health & Safety are followed at all times as required and directed * Undertaking any examination invigilation as required, this includes both internal and external examinations, across both Key Stages 3 and 4 * Attending any Open Events, as per the school calendar, e.g., Open Evenings * Providing, when required, First Aid to pupils and staff as and when required (ongoing training and support are provided) * Being active in ensuring their own continued professional development, in conjunction with their line-manager * Ensuring they adhere to the expectations re: appraisal within the school * Carrying out any other duties commensurate with the post, as required by the Assistant Headteacher / Headteacher, as directed | |
| If required, Cover Supervisors will also:   * Mentoring of pupils, particularly those with social, emotional and / or behavioural difficulties. * Supporting and providing cover in the Learning Support Unit during unstructured times of the school day.   In addition, Cover Supervisors will carry out a number of duties around the building / site, during directed time before the registration (8.35-8.45am), at break times (as required), lunchtimes and after Period 5 (3.15-3.25pm), as directed by the Assistant Headteacher. Cover Supervisors are expected to be proactive and visible at all times when undertaking duties.  All Cover Supervisors will also be expected to attend the whole-staff Development Day at the beginning of every academic year, not least as key messages are communicated regarding the year ahead, as well as vision and strategy set. In negotiation with their line-manager, Cover Supervisors may be able to leave before the end of the day if all items relevant to them have been covered. This day can either be ‘claimed’ as additional hours or else another day taken in-lieu of this date, upon agreement with management.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |

**Revised May 2022**