



Many Minds One Heart

Northfield School & Sports College

Job Description

Job Title: Cover Supervisor

Responsible To: Assistant Headteacher
(Timetable and Cover)

Responsible To: Assistant Headteacher (Cover/Site)

Grade: H (Pt 14-17)

Working Time: 37 hours per week, Term Time only

Holidays: School holidays

KEY PURPOSE OF THE JOB

- To supervise lessons when a teacher is absent.
- Ensure pupils remain on task and complete the work set
- Maintain high standards of behaviour in the classroom.
- When these cover arrangements are not required, to offer administrative and / or classroom support as required.
- Contribute to the overall ethos, work and aims of the school.

MAIN DUTIES/RESPONSIBILITIES

- To supervise pupil learning by delivering cover work that has been set in accordance with school policy.
- To manage the behaviour of pupils while they are undertaking their work, ensuring a positive and purposeful classroom environment is established.
- To respond to questions and generally assist pupils to undertake the set activities within the lesson.
- To provide feedback to pupils in relation to progress and achievement.
- To use the school's behaviour and rewards system consistently and fairly.
- To ensure that all work is collected and returned to the classroom teacher.
- To provide accurate and effective feedback and reports to the teacher on pupil achievement, progress and other matters ensuring the availability of appropriate evidence.
- To work with and liaise with the learning support assistants who may be supporting individuals within the cover lesson.
- To provide additional support to identified classes during times when cover lessons have not been allocated.
- To undertake break, lunchtime and other supervisory duties.
- To support whole school detentions.
- To accompany visits and field trips as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To undertake the role of form tutor, if required.

- To contribute to the invigilation of public examinations if required.
- On occasions where no cover is required, undertake other reasonable duties as directed by senior staff.
- To comply with health and safety policy and systems, report any incidents / accidents / hazards, and take a pro-active approach to health and safety matters in order to protect self and others.
- To carry out duties with full regard to the Equal Opportunities and Racial Equality policies, to ensure that pupils and colleagues are treated in a fair and consistent manner.
- To undertake such duties, commensurate with the grade of the post and/or hours of work as may reasonably be required.

SUPPORT FOR PUPILS:

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement.
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR TEACHERS:

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed
- Supervise and assess routine tests and invigilate examinations/tests
- Provide general clerical/administrative support.

SUPPORT FOR THE CURRICULUM:

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE SCHOOL:

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- 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
- Supervise pupils on out of school activities as required
- Accompany teaching staff and pupils on visits and trips as required with appropriate responsibility
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

SAFEGUARDING and Promoting the Welfare of Children and Young People

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education

CONDITIONS OF SERVICE

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check.

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.