



Job Title: **Cover Supervisor**

Role reports to (Job Title): **Vice Principal. Day to day work allocated by Cover Manager**

**Job Purpose:** To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals or groups. To supervise whole classes during the short-term absence of teachers, maintaining good order and keeping students on task.

**Key Accountabilities:**

1. Supervise and support pupils ensuring their safety and access to learning, encouraging interaction and engaging all pupils in activities.
2. Attend to pupils' personal needs, including social health, physical, hygiene, first aid and welfare matters
3. Distribute pre-set learning activities, assisting the students in undertaking the activities providing the necessary resources as appropriate
4. 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
5. Assist the teacher in lesson planning; evaluating and adjusting lessons/work plans as appropriate, collating a bank of supervision work for use as appropriate.
6. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
7. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters
8. Provide general clerical/administrative support e.g administer coursework, produce worksheets, invigilate exams, mark work
9. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility
10. Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, behaviour management, confidentiality and data protection, reporting all concerns to an appropriate person.
11. Be willing to carry out any additional tasks that are necessary for the role such as (but not exclusively):
  - a. Invigilation
  - b. Lunch or other 'Duties

## 12. Assist in running the Pupil Hub

- a. Sign post pupils to correct resources to support their study and revision
- b. Maintain a purposeful learning atmosphere, noise levels to be at an acceptable level in the LRC
- c. Keep accurate register of attendees on the session 6 register/Sims
- d. Reward pupils for attendance and working hard at the Study Hub with school reward points
- e. Flag pupils who seem to be struggling with revision and independent learning
- f. Engage and encourage the pupils with their studies during the session
- g. Ensure that squash/biscuits are available for students who are studying

### **Additional Accountabilities:**

- First Aider (training will be given)
- Minibus driving to support lessons or other school activity on an ad-hoc basis

No job description can be exhaustive and the duties may alter in practice or over time. The post holder is expected to use his/her professional judgment to ensure that the role continues to evolve and develop in line with the Trust's changing requirements.

### **Knowledge and Experience: (*Minimum required*)**

Good general level of education to include Maths and English GCSE grade C or above.

IT literate with an understanding of using ICT to support learning

### **Decision Making:**

Working under the direction of the line manager/classroom teacher, some discretion to make decisions

Assist in planning, delivery and evaluation of learning activities.

Manage pupil behaviour applying Trust procedures as appropriate

### **Contacts and Relationships:**

Cover Manager, Exams Officer, Curriculum Leads

Board, Principal, Education professionals, Staff, Parents and Pupils

In accordance with the prevailing data protection legislation jobholders should take reasonable care to ensure that personal data is not disclosed outside the Trust procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Trust's written procedures.

### **Safeguarding - Children & Vulnerable Adults**

***This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.***