

GLF Schools - Job Description

Cover Supervisor

Job Title	Cover Supervisor	Job Reference	AURCSFEB20
Location	Aureus School, Didcot	Travel required	No
Core purpose			
<ul style="list-style-type: none"> To support the smooth operation of the school through delivering planned lessons to our students. Delivering lessons where the subject teacher is absent, using pre-arranged cover planned by the subject teacher, and then marking the students work at the end of the lesson. 			
Key Accountabilities			
Learning & Teaching			
<ul style="list-style-type: none"> To aid the students to learn as effectively as possible both in group situations and on their own by, for example; clarifying and explaining instructions. Ensuring the students are able to use equipment and materials provided. Motivating and encouraging the students as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to students needs. Using praise, commentary and careful questioning to encourage the students to concentrate and remain on task. Providing additional nurture to individuals when requested by the subject teacher or SENCo. Consistently and effectively implementing agreed behaviour management strategies. Assisting in carrying out individual programmes of learning. Helping to make appropriate resources to support the students. To establish supportive relationships with the students concerned. To monitor the students responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. To give positive encouragement, feedback and praise to reinforce and sustain the students efforts and develop self-reliance and self-esteem. To mark the students learning under the direction of the subject teacher. To support the students in developing social skills both in and out of the classroom. To support the use of ICT in learning activities and with specific programmes to support learning. To provide regular feedback on the students learning and behaviour to the teacher, SENCo or Inclusion Leader, including feedback on the effectiveness of the behaviour strategies adopted. Under the direction of the teacher, carry out and report on systematic observations of students to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development. Where appropriate, to know and apply positive handling techniques. To contribute towards reviews of the students progress as appropriate. 			
Recording & Assessment			
<ul style="list-style-type: none"> To maintain an accurate record of the purpose, nature and outcome of all teaching and learning carried out with the students. To maintain the confidentiality policy of the school inside and outside the workplace. To update the SENCO and subject teacher by information sharing at regular meetings. 			
Additional Duties			

- To work within the framework set by the teacher, to contribute effectively to planning and preparation of lessons and undertake the cover role in these, including selection and preparation of students learning activities in accordance with professional judgements made by the Headteacher or other appropriate teaching staff.
- Use ICT to advance students learning and confidence.
- Liaise with SENCo to take part in training activities offered by the school to further knowledge and skills.

Accountability

- Accountable to Deputy Headteacher.
- GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).