

# **BIRCHENSALE MIDDLE SCHOOL**



## **JOB DESCRIPTION**

**Post Title:** Cover Supervisor

**Responsible to:** Headteacher/SLT

**Responsible for:** Pupils under their care

### **MAIN PURPOSE OF JOB**

To teach and manage whole classes effectively during staff absences.

To work with the SLT to coordinate cover work with supply agencies and supply teaching staff.

Under the direction of teaching/senior staff, to work with individuals/groups to supervise the physical/general care of pupils, including those with SEN.

To complement the professional work of teachers by working under the guidance of teaching/senior staff to deliver learning activities under an agreed system of supervision.

To support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

To undertake duties as required by the Teacher's Standards.

To carry out tasks as reasonably directed by the Headteacher/SLT.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Support the Pupils by:**

- Use specialist (behavioural management) skills/training/experience to support pupils' physical and emotional needs.
- Assessing their needs and supporting their learning.
- Taking responsibility for the development and delivery of the curriculum.
- Planning support for individuals/groups, in accordance with the 0-25 Special Educational Needs (SEN) Code of Practice.
- Encouraging pupils to develop and use their creativity, initiative, independence and responsibilities.
- Establishing effective relationships with them, acting as a good role model and setting high expectations.
- Promoting the inclusion of all pupils within the classroom.
- Recognising and responding to a pupil's individual needs.

- Providing feedback in relation to progress and achievement.
- Encouraging them to interact and work co-operatively.

### **Support the Teachers by:**

- Liaise with all relevant staff (including supply), regarding the distribution, collation and planning of work.
- Liaise with teaching staff regarding the setting and completion of cover work.
- Follow teacher planning to deliver learning activities to individuals and groups.
- Collect any completed work after any cover lesson and return it to the appropriate teacher.
- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Planning and preparing courses and lessons, with oversight from teaching staff.
- Marking and giving written/verbal and feedback as required.
- Providing accurate and objective feedback on pupils achievement and progress ensuring the availability of appropriate evidence.
- Assisting in the organisation and management of the learning environment and resources.
- Managing the behaviour of pupils in line with the school behaviour policy.
- Use skills and experience to manage safely classroom activities, the physical learning space and resources for which you are responsible.
- Carry out assessments in line with school policy.

### **Support the Curriculum by:**

- Delivering learning activities to pupils within the agreed system of supervision.
- Using ICT effectively to support learning activities and developing pupils' competence and independence in its use.
- Selecting and preparing resources necessary to deliver learning activities, taking account of pupils' interest and cultural backgrounds.
- Using a variety of delivery methods, appropriate to pupils' needs and the demands of the curriculum, in order to create a stimulating learning environment.
- Keeping up-to-date with changes in the curriculum and developments in best practice.
- Supervise work that has been set in accordance with the school policy.

### **Support the School by:**

- Complying with and assisting with the development of policies and procedures within the school.
- Playing a full part in the school's community, supporting its vision and values, and being a good role model for all pupils.
- Establishing effective relationships with a range of agencies including other professionals and parents.
- Participate in continuous professional development activities and share skills and

expertise with other staff.

- Participating in appropriate meetings with colleagues and parents, relative to the above duties.
- Be able to understand and use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Ensuring that supply teachers have the necessary induction and are supported to carry out cover as required.
- Run and manage after school clubs to widen the extra-curricular offer.

### **General**

To carry out any other duties which come within the remit of this post.

Complying with the school's Equality Policy, Safeguarding Policy and Health and Safety Policy.

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**Mr Mark Brazier**  
**Headteacher**

**Date:** .....

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**Cover Supervisor**

**Date:** .....