



JOB DESCRIPTION

Job title: Cover Supervisor
Reports to: Headteacher
Grade: Torbay E7 – E11 / Devon D8 - D12

Trust Ethos and Mission statement

We work together in collaborative partnerships to achieve excellence through cultivating character, sharing talents and pursuing innovation

All members of the team employed by The Academies for Character and Excellence support and promote the Trusts' mission and vision and deliver character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us.

Purpose of the Job

A cover supervisor supports a class with their learning during a teacher's short-term absence by overseeing pupils as they complete pre-prepared work. Key responsibilities include creating a calm and focussed learning environment, encouraging positive pupil behaviour, answering general questions about the work, and dealing with minor issues that may arise. This role requires strong communication skills, effective classroom management, and the ability to work independently. The primary focus is on keeping pupils engaged with their work rather than delivering lessons or planning content.

Key Responsibilities

- **Supervise Learning Activities:** Oversee pupils working on pre-prepared exercises provided by the absent teacher.
- **Classroom Management:** Manage pupil behaviour to ensure a productive and constructive learning environment, adhering to the school's policies and procedures.
- **Support Pupils:** Respond to general questions from pupils regarding the work set and offer general feedback. Offer support with any minor issues that may arise
- **Logistics:** Collect completed work after the lesson and return it to the appropriate teacher.
- **Safeguarding:** Adhere to all safeguarding and child protection policies to ensure the safety and welfare of pupils.

Duties to Include

Support the teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with

lesson plans

- Assisting with the display of pupils work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities on a regular basis
- Monitoring pupils responses to learning activities and accurately recording achievement/progress as directed
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher
- Administering routine tests, invigilating exams and undertaking routine marking of pupils work
- Providing clerical/administrative support e.g. photocopying, typing, filing, money, administration of course work etc.

Support the pupils by:

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
- Establishing constructive relationships with pupils and interacting with them according to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher

Support the curriculum by:

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, recording achievement and progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

Health and Safety

As an employee of the Academies for Character and Excellence, you have a responsibility to prioritise the health and safety of yourself, your colleagues, and any individuals who may be affected by your work activities. In accordance with our commitment to maintaining a safe and healthy work environment, you are required to adhere to the Trusts health and safety responsibilities.

Whole school commitment:

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust.
- To be supportive of the school's and Trusts extra-curricular activities.
- To take an active part in the school and Trusts involvement with the wider community.
- To ensure the children's safety at all time.