



Cover Supervisor

Job Description

Grade:	Scale 6
Hours:	27.5 hours per week
Weeks:	38 per year
Responsible to:	Assistant Headteacher

Main purpose of job

To supervise whole classes during the absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behavior and assisting pupils in relevant activities in line with the school's policies and procedures.

Key areas of accountabilities

Collection & distribution of learning resources

1. To collect learning resources and lesson plans for lessons to be supervised from the appropriate TA or subject leader
2. To ensure that resources are distributed to all students as required and
3. To ensure that the work is given to the students in a calm and orderly manner
4. To show prepared and set video clips or TV recordings at the request of teachers as part of prepared lessons plans
5. To collect in learning resources at the end of lessons ensuring that all that have been distributed are returned
6. To collect student work and return all as requested by the absent teacher

Supervision and Learning

1. To admit students to rooms quickly at the start of lessons and call a register, ensuring that all latecomers are noted as such
2. To allocate the resources and explain the work set for the lesson as soon as possible
3. To answer the queries and support the learning of individuals or small groups of students in the subject work
4. To provide regular positive feedback to students regarding progress and behaviour
5. To operate the school sanctions and rewards policy throughout the lesson
6. To accompany the class groups to the other teaching spaces within school such as the LRC, ICT suites or the main hall if required
7. Use specialist (curricular/learning) skills/training/experience to support pupils
8. Establish productive working relationships with pupils, acting as a role model and setting high expectations
9. Promote the inclusion and acceptance of all pupils within the classroom
10. Support pupils consistently whilst recognising and responding to their individual needs



11. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
12. Promote independence and employ strategies to recognise and reward achievement of self-reliance
13. 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

Administration and other duties

1. To provide appropriate feedback and information to class teachers and Head of Departments regarding student progress, attitude and application on the Cover Supervisor report form (CSR) in order to support the target-setting process and in regard to the sufficiency of work set, and how engaging it appeared for the students
2. To support the Form Tutor or cover for them, carrying out set work and tasks and supporting the learning of students and their supervision
3. To assist with exam invigilation
4. To undertake other related duties which the Headteacher may require within a reasonable workload.

Responsibilities

1. 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
2. Be aware of and support diversity and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

Equalities

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities