**JOB DESCRIPTION**

**Cover Supervisor**

**General Responsibilities**

* Cover teaching staff on short term absence and be capable of taking a class of students, year groups 7 to 13, in any subject, keeping good order and pupils on task.
* Work under the guidance of teaching/senior staff, and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom.
* Respond to questions and generally assist pupils to undertake set activities.
* Safeguarding and promoting the welfare of children and ensuring they have a safe environment in which to learn.

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**Support for Pupils**

* Use specialist (curricular/learning) skills/training/experience to support pupils
* Use teaching support materials as provided to maintain pupils on task in the absence of the regular teacher of the group
* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all pupils within the classroom
* Support pupils consistently whilst recognising and responding to their individual needs
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to pupils in relation to progress and achievement

**Support for the Teacher**

* Work with the teacher/Head of Department to establish an appropriate learning environment
* Give feedback to the teacher/Head of Department to assist the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Provide objective and accurate feedback and reports, as required, to the teacher/Head of Department as appropriate on pupil achievement, progress, behaviour and other matters, ensuring the availability of appropriate evidence
* 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 of their own behaviour
* Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and invigilate exams/tests

**Support for the Curriculum**

* Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Help pupils to access learning activities through specialist support
* Determine the need for, prepare and maintain general and specialist equipment and resources

**Support for the School**

* 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
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the college
* Attend, and participate in, regular meetings
* Participate in training and other learning activities as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Supervise pupils on visits, trips and out of school activities as required.
* Qualified first – aider or willingness to train.
* Any other reasonable duties you may be asked to perform commensurate with your role

**PERSON SPECIFICATION**

**Cover Supervisor**

**Qualifications:**

* GCSE A-C ( or equivalent) including English and Mathematics

**Experience**

* Experience of working with students 11-18
* Evidence of successfully working with large groups, including classes of students.
* Evidence of working as part of a team, liaising with teachers and support staff

**Knowledge, skills and abilities**

* Understand the principles of the teaching and learning process
* Competent in the use of ICT
* Ability to work on own initiative with a minimum of supervision
* Ability to relate well to students, to be an effective role model and motivate students to achieve success
* Ability to raise standards of achievement and attainment
* Excellent interpersonal and organizational skills,
* Professional manner
* Strong literacy and numeracy skills
* Excellent communication skills, both verbal and written
* Knowledge of the curriculum and relevant learning strategies/programmes of study

**Personal Qualities and Attributes**

* A willingness to be flexible in responding to the needs of the school
* Ability to remain calm under pressure and to have a sense of humour
* Committed to safeguarding and promoting the welfare of all students