



JOB DESCRIPTION

JOB TITLE: COVER SUPERVISOR

SCHOOL: WITHERIDGE C OF E ACADEMY



JOB PURPOSE

- To provide classroom cover during teacher PPA sessions and other times when the teacher is unavailable including the first day of absence.
- To complement the work of the teacher and to work collaboratively with colleagues as part of a professional team.
- To set appropriate small step targets in consultation with the teacher and pupil.
- To monitor and assess pupils against personal targets and record and report on pupils achievements.
- To support all pupils in their learning and development treating them with respect and consideration.
- To consistently promote positive values, attitudes and behaviour.
- To have high expectations of all pupils' achievement and a commitment to raising educational standards.
- To encourage the social and emotional development of pupils.
- To encourage pupils to participate in all aspects of school life.
- To help pupils to become more independent.
- To promote the inclusion and acceptance of all pupils.
- Attend planning & preparation meetings as required (these may take place out of school hours).

RESPONSIBLE TO:

The Classroom Teacher and SENCO (day-to-day activities)

To the Head of school (overall pattern of work)



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Mr Ian Thomas – Executive Headteacher

COMPANY REGISTRATION NUMBER 8110847



PLANNING & EXPECTATIONS

Working within school policies and procedures to:

- Promote equality of opportunity for all pupils
- Effectively plan and prepare learning sessions for individuals.
- Select and prepare teaching resources that meet the diversity of pupils' needs and interests.
- Provide constructive feedback to the pupil and teacher.

MONITORING & ASSESSMENT

- Support teachers in evaluating pupils' progress through a range of assessment activities when appropriate and taking this information into account when planning future lessons
- Monitor pupils' responses to learning tasks, participation and progress, providing constructive feedback to pupils, supporting them as they learn, and modifying teaching strategies accordingly.
- Provide constructive feedback to the teacher.

TEACHING AND LEARNING ACTIVITIES

- Use clearly structured teaching and learning activities that interest and motivate pupils and advance their learning
- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Use behaviour management strategies in line with the school's policy and procedures which contribute to a purposeful learning environment
- Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views and by challenging bullying and harassment, following relevant policies and procedures.
- Organise and manage safely the learning activities, the teaching space and resources for which they have responsibility.



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PROFESSIONAL VALUES & PRACTICE

- Have high expectations of all pupils and promote and reinforce pupils self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils
- Carry out all aspects of the role effectively and to seek help and advice when necessary
- Liaise sensitively and effectively with parents and carers if necessary
- Continually seek to improve own practice, including through observation, examination and discussion with colleagues and to seek advice or guidance as necessary
- Adhere closely to the school's policies on child protection and safeguarding

GENERAL

- Maintain a safe environment for pupils, staff and visitors to the school
- Meet with parents alongside the class teacher if necessary.
- Supervise pupils off site on school trips and other external visits.
- Provide welfare support for pupils



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