



Job description for the post of: Cover Supervisor

			Location:	Chorley	
Establishment or team:		Parklands High School		Post number:	n/a
Grade:	6 Pt 11 - 19	Line manager:		Car user:	N/A
Staff responsibility:		Number of staff directly supervised:		Which business plan covers this post?	

Job Purpose:

The role of Cover Supervisor is to support the operational management of the school by providing classroom cover as necessary.

In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts

Main Duties:

- Supervise work that has been set.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Assist pupils to undertake set activities as appropriate.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- 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.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested.
- Be aware of and comply with policies and procedure relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils.
- Supervise pupils on visits, trips and out of school activities as required.
- Attend and participate in meetings
- To take part in professional development
- To monitor own work and take an active part in auditing and developing the role, within the context of the School Improvement Plan.
- To undertake tasks as agreed necessary by the Line Manager/Headteacher

School

- To work within school policies and procedures;
- To contribute to the provision of an effective environment for learning;
- To support the promotion of positive relationships with parents and outside agencies;
- To attend skill training and participate in personal/performance development as required;
- To take care for their own and other people's health and safety;
- To be aware of the confidential nature of issues.

All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect changing roles and responsibilities. Other duties at no higher level of responsibility may be interchanged with/added to this list as required.

Prepared by: Headteacher

Date: November 19

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.