



RAINHILL HIGH SCHOOL

Job Description

Job Title: Cover Supervisor

Grade NJC SCP 7-11
37 hours per week, term-time only plus 2 weeks

Responsible to: Cover Manager, Human Resources Manager

Responsible for: Students, Staff cover, Resources

Purpose:

- 1) Supervision of whole classes during the short-term absence of teachers with agreed lesson plans in place across the school as required.
- 2) To work with and supervise individuals and groups of students under the direction/instruction of teaching and senior staff, inclusive of specific individual learning needs. Enabling access to learning for all pupils.
- 3) Assist in the planning and coordination of daily cover for staff absence.
- 4) Provide cover administrative assistance and as required in the main office

Duties and Responsibilities

Main duties.

- Undertake cover supervisor duties when staff are absent or at internal/external events
- Undertake cover supervision for whole class i.e. supervise, support and assist students of all abilities, age range in the absence of normal teacher
- Follow instructions directed from, Cover Manager, Human Resource Manager, SENDCO and class teachers.
- Promote positive pupil behaviour by: -
 - Ensuring pupils enter and exit classroom in silence
 - Greet pupils at beginning of the lesson
 - Complete the class register
 - Ensure pupils sit according to their seating plans
 - Ensure school uniform rules are followed
 - Report back as appropriate to class teacher
 - Encourage students to follow Rainhill Standards at all times
- Ensure when covering a lesson, students remain focused and on task.
- Provide a safe and stimulating learning environment at all times.
- Develop you own knowledge and understanding of specific academic, physical and emotional/behavioural/ social needs of individuals and groups of students and respond to them effectively.
- To assist the SENDCO and learning support department with classroom support when not covering lessons.
- To provide welfare support for students, including administering first aid (dependent on training) and attending to personal hygiene and identifying medical needs as required.

Support for the teacher

- To provide classroom supervision and learning in the absence of a teacher
- Communicate the work set by the teacher to the pupils
- Communicate feedback from the covered lesson to the teacher
- Oversee the distribution and collection of books and other equipment
- Work under the direction of the lead teacher/organizer when accompanying staff on school visits
- Provide clerical/administration support when required
- Establish and maintain an appropriate learning environment
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence
- Promote positive values attitudes and good pupil behaviour - Record all behaviours on synergy or appropriate systems.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher.

Support for the pupil

- Provide consistent support to all pupils, responding appropriately to individual pupil needs
- Establish good working relationships with pupils, acting as a role model and setting high expectations
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognize and reward achievement within established school procedure
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Use specialist (curriculum/learning) skills/training/experience to support pupils
- Assist in the planning, implementation, assessing, recording and reporting in relation to personal care
- Provide one-to-one support for pupils in either a care/special needs capacity as and when required

Support for the curriculum

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternate learning opportunities to support extended development
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Assist pupils to access learning activities through specialist support e.g. curriculum/SEN specialism

Support for the school

- Be aware of and comply with school policies and procedures relating to child protection, pupil behaviour and discipline, health and safety and security, confidentiality and GDPR data protection regulations. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

- Support with break and lunch duties.
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Assist in the supervision, training and development of classroom support staff
- To take appropriate responsibility for safeguarding and students' welfare, and to be aware of confidential issues linked to home/child/ teacher/ school and keep confidence appropriately.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues in other schools
- Support and organising and the planning coordination of cover for absent staff

Support of Staff Cover

- Support and assist in organising the planning and co-ordination of cover for absent staff
- Liaison with supply agencies to arrange bookings and best value
- Updating cover systems and managing daily cover packs
- Admin processes related to cover supply and staff absence
- Monitoring daily cover to ensure effectiveness in the classroom in relation to behaviour management and delivery of set lessons
- Ensuring compliance with school policies and procedures of cover staff

Other

1. High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
2. To be responsible for improving your own practice through observation, evaluation and discussion.
3. To comply with all School policies and procedures.
4. To comply with the School's Health and Safety Policy and associated safeworking procedures and guidelines.
5. To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.

Additional Duties

To be willing to be trained as, and to be one of the school's many, First Aid Officers (for support staff recruited after September 2004).

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time by the head teacher/ chief operating officer.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

Generic responsibilities:

- To work consistently to uphold School's aims.
- To work in a co-operative and polite manner with all stakeholders.
- To work with Students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of staff and their annual review procedures.
- To uphold all School policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the School in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the School's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of staff should at all times be supportive of school policies for the students;
e.g. professional and appropriate appearance at all times including when out of school, e.g. trips, CPD etc.

This post is subject to Enhanced Disclosure

