



## Job Description

### Graduate Teaching Internship

#### Salary and Hours

**Salary:** NJC Salary Scale – Grade 4 – Scale Point 8-14

Salary will be pro-rated based on the number of hours and weeks worked per year.

8.30 – 3.15, every day, with 30 minutes unpaid lunchbreak

**31.25 hours a week**

Term Time Only

Daily Direction from: Lead Cover and Departmental Administrator Supervisor

All Support Staff are managed overall by the School Business Manager

1 Year Fixed Term Contract

#### Role Description

For the majority of this role, the postholder will work in role as a Cover Supervisor to provide classroom support for lessons around the school. Where possible we will utilise you for cover in the subject that you intend to pursue to enable you to develop an understanding of the curriculum.

At times when cover is not needed, we will utilise you in other roles to develop your skills in education in preparation for your teacher training:

- Administrative work for departments, which may include classroom displays, exams administration and event planning
- Supporting individual or small groups of students with SEND
- Supporting individual or small groups of students within our inclusion unit

You will also have the opportunity to observe teaching within your chosen subject/phase, to lead an extra-curricular activity and/or to participate in day and residential visits if desired.



The role of Cover Supervisor includes –

To work under the guidance of the lead cover supervisor and appropriate subject leaders and within an agreed system of supervision, to:

- supervise whole classes during the short-term absence of teachers. The primary focus when supervising will be to maintain good order and to keep students on task. The Cover Supervisor will need to respond to questions and generally assist students to undertake set activities;
- provide supervision at breaks and lunchtimes on a daily basis;
- provide cover for tutor sessions as required.

The Cover Supervisor will:

- supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities;
- use classroom/teaching skills/training/experience to support students;
- promote positive values, attitudes good student behaviour and health and safety, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- manage the behaviour of students whilst they are working to ensure an appropriate learning environment which is purposeful, orderly and productive including
  - completing electronic registers for registrations and every class;
  - dealing with any immediate problems or emergencies according to the school's policies and procedures;
  - collecting any completed work after the lesson and returning it to the appropriate teacher;
  - rewarding students, where appropriate, in accordance with school procedures;
  - reporting as appropriate, using the school's agreed referral procedures on the behaviour of students during class, any issues arising;
- establish productive working relationships with students, acting as a role model and setting high expectations;
- promote the inclusion and acceptance of all students within the classroom;
- recognise and respond to the individual needs of students;
- encourage students to interact and work co-operatively with others and engage all students in



activities;

- set challenging and demanding expectations and promote self-esteem and independence;
- provide feedback to students in lessons;
- Support the use of ICT in learning activities and develop students' competence and independence in its use;
- implement agreed learning activities/teaching programmes/ practical lessons, adjusting activities according to student responses/needs.

**When not required to cover classes or groups of students the cover Supervisor will provide support for the SEN department, under the guidance of the SENCO, by:**

- working on an individual or small group basis with students with particular needs adjusting lessons/work plans as appropriate; (Take out or leave in?)

**The cover Supervisor will support the school by:**

- being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- ensuring all students have equal access to opportunities to learn and develop;
- contributing to the overall ethos/work/aims of the school;
- establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teaching staff, to support achievement and progress of students;
- attending and participating in regular meetings including training and other learning activities as required;
- recognising his /her own strengths and areas of expertise and using these to advise and support others;
- providing appropriate guidance and supervision and assisting in the training and development of staff as appropriate;
- undertaking planned supervision of students out of school hours learning activities, including running a lunchtime activity, if required;
- supervising students on visits, trips and out of school activities as required within normal school hours.
- administering routine tests and invigilating exams/tests.



## Health and Safety

It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

## Additional Responsibilities

Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

## General

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

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Signed: \_\_\_\_\_ Member of Staff

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Head Teacher

Date: \_\_\_\_\_