



JOB DESCRIPTION

Job Title: Cover Supervisor – Level 1

Division: Schools

Grade: Scale 5

Range: 12-15

Responsible for: None

Job Purpose

- To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures.

Key External Contacts

- Parents/Carers

Key Internal Contacts

- Staff
- Pupils

Major Tasks, Duties and Responsibilities

1 Support for Pupils

- To support students by responding to their individual needs and promote the inclusion and acceptance of all students in the classroom.
- To provide feedback to students in relation to progress and achievement.
- To carry out work of Learning Support Assistant if not required to provide cover for a lesson.
- To be a member of a year team and have shared responsibility with a teacher for a tutor group if required.

2 Support for the Teacher

- Under the agreed system of supervision, during the short-term absence of the classroom teacher, to supervise students undertaking work which has been set in accordance with the school policy.
- To manage student behaviour and deal promptly with conflict and incidents in line with established school policy.
- To deal with any immediate problems or emergencies, in the absence of the teacher, according to the school's policies and procedures.
- To monitor and evaluate students' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
- To use ICT effectively to support learning activities and develop students' competence and independence in its use.
- To liaise sensitively and effectively with parents/carers as agreed with the teacher.
- To undertake activities as directed by the teacher, with whole classes, individuals or small groups of students.

3 Support for the Curriculum

- To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment
- To demonstrate creativity in assisting with the practical resourcing of the classroom.

4 Support for the School

- To follow the school policy documents and schemes of work and keep updated with school and National curriculum documentation.
- To support teachers in selecting and preparing teaching resources that meet students' needs and interests.
- Under teacher's overall control, accept shared responsibility for the creation of a safe environment for students' within and outside the classroom and comply with the appropriate policies and procedures, reporting all concerns to an appropriate person.
- Under the supervision of the head Teacher or other designated teachers, to invigilate internal and external examinations.
- To administer, assess and mark tests.

- To be a member of break and lunch duty teams and, in negotiation with line manager.
- To attend and participate in regular meetings and participate in training and other learning activities as required.

5 *Welfare and other duties*

- To undertake planned supervision of students' out of school hours learning activities and supervise students on visits and trips.
- To undertake first aid training and be a named first-aider if required to be so.
- To assist in training and development of other Support Assistants as required and as appropriate.
- To promote and implement the school's equal opportunities policies in all aspects of employment and service delivery.
- To undertake any other tasks as directed by the Head teacher commensurate with the grading of the post.

Other requirements:

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.

The school is committed to safer recruitment practice & pre-employment checks will be undertaken before any employment is confirmed. The post is subject to enhanced DBS disclosure with lists.