**JOB DESCRIPTION – BOWER GROVE SCHOOL**

**Job Role:** Cover Supervisor

**Name:**

**Line Manager:** Deputy Headteacher

**Date:**

**Hours:** 37 hours per week, 8.15am - 4.15pm Monday to Thursday and 8.15am - 3.45pm on Fridays, term time only

**Purpose of Job:**

To supervise whole classes across all key stages in the absence of the class teacher ensuring that pupils engage in the learning activity. Cover Supervisors will usually be given instructions for a lesson provided by a teacher. The post holder will be required to respond to pupils’ general questions and provide feedback to the teacher on broad issues such as behaviour. Cover Supervisors will be subject to general supervision and will act under the professional guidance of teachers.

**Main Responsibilities:**

* To deliver lessons to pupils
* To supervise pupils whilst engaged in learning activities
* To ensure that, as best as is possible, learning objectives set by the teacher are achieved
* To respond appropriately to questions raised by pupils
* To collect any completed work to pass on to the teacher
* To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained
* Keep appropriate records, as agreed with the teacher and pupils on conduct of the lessons
* To deal with immediate problems and emergencies in accordance with the school’s policies
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos, work and aims of the school
* Establish constructive relationships with school staff to support achievement and progress of pupils
* Attend and participate in meetings as directed
* Participate in training and other learning activities as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Supervise pupils on visits, trips and out of school activities as required
* To accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level in pursuance of raising pupil achievement and effective team working
* To assist in exam invigilation

Signed………………………………………. Date……………………………

Signed……………………………………….

(Head Teacher) Date…………………………..