

Job Description

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| JOB TITLE:  | COVER SUPERVISOR   |
| REPORTS TO:   | Cover Supervisor | Current Grade  | Grade 5  |
| 1. MAIN PURPOSE OF JOB   |
| The central focus of the Cover Supervisor's role is taking responsibility for the learning, behaviour and progress of classes during the absence of the designated teacher. At the heart of the role is creating the conditions for effective pupil learning, through positive classroom management, delivery, relationships with pupils and organisation, and through care for pupils including responsibility for their behaviour and safety. Ensuring that pupils can learn from activities planned by teachers for lessons.  |
| 2. CORE RESPONSIBILITIES, TASKS & DUTIES:   |
|   | i  | Pro-active classroom management in accordance with school expectations and policy;   |
|   | ii  | effective leadership and delivery including introducing material pro-actively, chunking the lesson as appropriate, and ensuring an appropriate plenary;   |
|   | iii  | ensuring order, security, on-task-ness and learning; consistent, firm, positive pupil management in accordance with school expectations and policy.  |
|   | vi  | liaising with colleagues as appropriate before and after the lesson regarding lesson content and/or pupils whose learning or conduct give cause for concern |
|   | vii  | monitoring and responding to pupil learning and behaviour at all times by making adjustments to delivery, pupil management and/or learning activities; ensuring differentiated delivery and learning based on knowledge and understanding of pupils and their learning; undertaking with success the cover supervision of the most challenging classes in the school;    |
|   | viii  | being available in emergencies to cover lessons when timetabled for other duties, and, during both cover and non-cover timetabled time, undertaking other duties and responsibilities as required commensurate with the grading of the post;   |
|   | ix  | contribute to the overall ethos, work and aims of the school.   |

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| 3.  | CREATIVITY & INNOVATION  It is essential for the post holder to have flexibility and resourcefulness to ensure the successful delivery of a cover lesson.  The post holder will monitor and respond to pupil learning and behaviour at all times by making adjustments to delivery, pupil management and/or learning activities.  Communicates effectively with teachers and other professionals whenever the need arises.  The post holder needs to be creative with the delivery of lessons and ensure this is based on the knowledge and understanding of pupils and their learning.  May be asked to participate in the design of classroom activities.   |
| 4.   | KNOWLEDGE & SKILLS  Ability to manage whole class situations Knowledge of school systems and expectations Ability to manage positive relationships with pupils Excellent communication skill Excellent interpersonal skills Time management and organisational skills Literacy and numeracy skills Team player ICT capability – to produce appropriate resources Knowledge of normal child development and children’s personal development needs Knowledge of strategies which promote good behaviour and discipline Knowledge of developmental progression in the emotional curriculum Ability to participate fully in planned physical interventions, in pupil personal care routines and in moving and handling pupils with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures Experience of working in multi-disciplinary teams Experience of participating fully in planned intervention programmes for children with emotional and behavioural difficulties.  |