Goldwyn School

**Job Description - Cover Supervisor**

**Employed at:** Goldwyn School, Folkestone

**Salary Scale:**  KR5 plus SENA

**Responsible To:** Principal/Director of Pathway

**Purpose:** To supervise whole classes during short-term absence of teachers so that the learning of students can continue.

To ensure the good behaviour of students and make sure the students engage in the learning activity.

To respond to students’ general questions and provide feedback to the teacher on broad issues such as behaviour

To engage in activities when not covering lessons

**Duties and Responsibilities**

* Be a professional role model, and understand and promote the core values and vision of the school
* Supervise classes and to undertake work/activities that have been set by teachers including taking the register, introducing and closing the class.
* Be responsible for interpreting, presenting and delivery of quality lessons to students in a way that complements the school ethos on teaching and learning.
* Maintain good order and discipline amongst the students in line with the school’s Behaviour Policy to ensure a positive learning environment.
* To encourage students to interact and work co-operatively with each other and engage all students in activities.
* Support the use of ICT and other equipment and materials to enable students to achieve the learning objectives set by the teacher.
* Respond to any questions from students about processes and procedures.
* Deal with any immediate problems or emergencies in accordance with school policy.
* Establish communication links with the appropriate teacher to ensure continuity is maintained for students
* To collect completed work after the lesson and return it to the appropriate teacher.
* To report back to the appropriate person on any issues arising.
* Provide general resource support as required and when not on cover duty.
* Operate as a teaching assistant as required.

**Performance Development:**

* All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression.

**Staff Development:**

* To monitor and evaluate own performance in line with performance management procedures with line manager.
* To participate in peer support and appraisal processes
* To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.