

**SCHOOL:** **THAMESVIEW SCHOOL**

**JO TITLE:** **COVER SUPERVISOR**

**REPORT TO:** **Headteacher’s PA or nominated subject leader during**

**Cover** **lessons. Line managed by Community Leader.**

**SCALE: KR 7**

**PURPOSE:** To provide cover supervision for absent teaching staff, involving the facilitation of learning by KS3 and KS4 students in a safe and secure learning environment. To undertake other non-teaching duties as directed during non-cover lessons including the provision of administrative support for specified projects.

**RESPONSIBILITIES:**

1. Undertake cover supervision of class groups on a day to day basis as required.
2. To supervise and support students in undertaking work set by the department including on-line packages, key skills and subject specific work ensuring that learning objectives set are achieved.
3. To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained and to develop skills to support students including use of ICT packages.
4. To develop classroom management skills to ensure an appropriate, positive, classroom atmosphere is maintained for effective learning.
5. To be responsible for the health and safety of students in cover lessons and to use school procedures as necessary including Child Protection, Data Protection, Equal Opportunities and confidentiality, reporting any concerns to the appropriate person.
6. To participate in training to support classroom supervision and management.
7. To work with colleagues to design packages of work for lesson banks.
8. To participate in school meetings as required facilitating good communication and transfer of information.
9. To undertake exam invigilation as required.
10. To accompany school visits as required.
11. To work with subject leaders to support and enhance pupils’ learning in identified periods when not required for cover.
12. To carry out other duties commensurate with the post as required by the Headteacher.

**NECESSARY EXPERIENCE**

* Successful recent experience of working with young people, preferably in an educational environment
* Good general standard of education, especially with regards to numeracy and literacy skills
* Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment
* Understanding of relevant policies, codes of practice, legislation.
* Must be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving
* Must have excellent communication skills, both verbal and written
* Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.

**SCOPE FOR IMPACT**

The post holder will have sole responsibility for the pupils in the classroom. Although the teacher would have set the lesson plan and objectives etc. the post holder must ensure the objectives are achieved by the pupils within a safe and secure environment, ensuring good behaviour at all times.

**JOB CONTEXT**

The post holder will be in charge of a class. The work for the lesson will be set by a teacher but the post holder must give clear instructions for the lesson and support the pupils as they undertake the work, ensuring that learning outcomes are achieved, but will not be expected to undertake planning, preparation or assessment of pupil progress and/or development.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have excellent communications skills to be able to inform, persuade and negotiate with pupils and provide feedback to other professionals and parents as required.

Notes:

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must have regard to the Conditions of Employment.
2. This job description is not necessarily a comprehensive description of the post. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the post-holder in order to ensure the smooth running of the school.
3. The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.