



Borden Grammar School Job Description: Cover Supervisor

The key role of a Cover Supervisor is to supervise whole classes during short-term absence of teachers. The Cover Supervisor will give instructions for a lesson as provided by a teacher. The Cover Supervisor will ensure the good behaviour of students and make sure students engage in the learning activities. The post holder will be required to respond to students general questions and provide feedback to the teacher on broad issues such as behaviour but will not be expected to undertake any planning, detailed delivery or formal assessment of students' progress and/or development. The Cover Supervisor will be subject to general supervision and will act under the professional direction of teachers.

The post holder will have sole responsibility for students in the classroom. Although the teacher would have set the learning plans, the post holder must ensure the objectives are achieved by the students within a safe and secure environment, ensuring good behaviour at all times. Support is provided for all teachers and Cover Supervisors by Heads of Department and members of the Leadership Group.

Suitable training will be given. The nature of the training will depend upon the successful applicant's previous experience in schools.

The post holder will be attached to a group of departments and assist Heads of Department with some administrative tasks and display work in classrooms and corridors. In addition, student support within a whole class or for a small group may be allocated when there is insufficient cover supervision to provide a timetable for the supervisor.

A willingness to support PE is an advantage but not essential.

Hours of work

The hours will be from 8.30 am – 4:15pm Term Time only, plus 5 staff development days.

Main tasks

- Supervise learning that takes place within the classroom and/or the library e.g. HW Club.
- Deliver pre-planned lessons to promote learning during periods of teacher absence, ensure that learning objectives set by the teacher are achieved.

- Ensure the good behaviour of the students and assist with their learning. Ensure inclusion and acceptance of all students within the classroom in order to promote equal opportunities.
- Work with individuals or small groups who require additional support.
- Interact with and support individual students throughout the lesson wherever possible and appropriate
- 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, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons.
- Support the use of ICT and other equipment and materials to enable students to achieve the learning objectives set by the teacher.
- Be aware of and comply with the policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.
- Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
- Develop an understanding of and implement relevant policies, codes of practice and legislation.
- Apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- To assist with exam invigilation when required.
- To assist with preparation of materials for AEN students as required.
- Maintain high levels of professional conduct at all times.
- Support the aims and ethos of Borden Grammar School.
- Undertake a range of administrative/support tasks when not required to supervise classes or work with individuals e.g. updating displays, filing etc.

Necessary experience

- Recent experience of working with children is preferable but not essential.
- Good general standard of education, especially with regards to numeracy and literacy skills.
- A basic knowledge of first aid would be an advantage and a willingness to become first aid trained essential.
- 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.

This post may well suit an individual aspiring to enter the teaching profession.

July 2019