



Kent Range 5 Cover Supervisor - Job Description

Responsible to the Head of School

Respect, Compassion, Community, Perseverance, Aspiration, Independence

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Purpose of the Job:

To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to maintain order and to keep pupils on task.

Key duties and responsibilities:

- Supervise pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for pupils.
- Supervise pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved. Also ensuring inclusion and acceptance of all pupils within the classroom in order to promote equal opportunities.
- Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
- Manage the behaviour of pupils whilst they are undertaking work.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- 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 pupils on the conduct of the lessons.
- Be aware of and comply with 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 pupils.
- Provide feedback for the pupils in line with the school's marking and feedback policy.
- To be able to use initiative in a classroom situation where students are struggling to understand the task or have finished their work early.
- To participate in training and other learning activities and development as required by the school policies and practices.

Agreement signatures:

Post holder..... Date.....

Head of School Date