



JOB DESCRIPTION FOR COVER SUPERVISOR (Full-time)

Job Purpose

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.

Job Context

Cover Supervisors will be expected to supervise pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for pupils.

They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. Cover Supervisors would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have good communication skills, to be able to inform, persuade, inspire and motivate pupils and provide other feedback to other professionals and parents as required.

Accountabilities

Teaching and learning

1. Supervise pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for pupils
2. Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate
3. Manage the behaviour of pupils whilst they are undertaking work
4. Collect any completed work after the lesson and return it to the appropriate teacher
5. Report back as appropriate, using agreed referral procedures, on the behaviour of pupils during the class, and any issues arising
6. Assist in the educational and social development of pupils under the direction and guidance of the Head Teacher, Inclusion Manager and class teachers
7. Assist in the implementation of provision maps for the children and help monitor their progress
8. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
9. Work with other professionals, such as speech therapists and occupational therapists, as necessary
10. Assist class teachers with maintaining pupil records
11. Support children with emotional or behavioural problems and help develop their social skills
12. Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing
13. Contribute to the overall work / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans

Administrative duties

1. Prepare and present displays of children's work
2. Support class teachers in photocopying and other tasks in order to support teaching
3. Undertake other duties from time to time as the Head Teacher requires

Standards and quality assurance

1. Support the aims and ethos of the school
2. Attend team and staff meetings
3. Undertake professional duties that may be reasonably assigned by the Head Teacher
4. Be proactive in matters relating to health and safety
5. Be flexible and go where needed as part of a team

Competencies

Challenge and support – expresses positive expectations

Creating trust – actively contributes

Flexibility – keeps an open mind

Initiative – seizes opportunities and sorts out problems

Managing pupils – gets pupils on task / keep pupils informed

Respect for others – listens / values others

Team working – helps and supports others / shares information