



Coxheath

Primary School

COVER SUPERVISOR - JOB DESCRIPTION

Responsible to: Headteacher

Main Duties

1. Supporting the Leadership Team

Work with the Headteacher and Leadership Team in:

- implementing the educational aims, policies, objectives and targets of the school;
- teaching pupils at the school;
- supervising whole classes on occasions during the short-term absence of teachers;
- covering blocks of PPA for nominated teachers;
- safeguarding and promoting the welfare of children throughout the school, including adhering to all specified procedures;
- complying with Health and Safety policies and procedures, reporting any incidents /accidents / hazards and taking a pro-active approach to health and safety matters in order to protect both yourself and others.

2. Planning

- Work from the teachers' planning.
- Evaluate the lesson to feed back to the teacher to allow him or her to adjust lessons/work plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures.

3. Teaching and Learning

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- Provide feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.

- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others

4. Monitoring and Assessment

- With teachers evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.

5. Behavioural and Pastoral

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Supervise pupils in the playground and plan and organise play time activities.

6. Other

- To undertake other duties appropriate to the post that may reasonably be required from time to time.
- Any other duties required by the class teacher, Deputy Headteacher, or the Headteacher, which is within the scope of this post.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Signed _____ Date _____