



### Job Description

Role Title	Typically reports to	
Cover Supervisor	Headteacher/Assistant Headteacher	
JE Code	Grade	Date of profile
	5	

#### **Purpose of the role (job statement)**

You will work under guidance of teaching and senior staff, and within an agreed system of supervision, to implement agreed work programmes with individual/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting teachers in the whole planning cycle and the management/preparation of resources. You will also supervise whole classes during the short-term absence of teachers.

The primary focus of the role is to maintain good order, promote the ethos of our school and to ensure that students are able to progress with their learning. Cover Supervisors are required to direct and support students, ask and respond to relevant questions and generally assist students to undertake set activities.

#### **Main Duties:-**

##### **Support for Students:**

- In the absence of the teacher, to be responsible for the supervision of students whose work has been set in accordance with school policy
- Answering students' queries about processes and procedures relating to the lesson and the work set.
- To support the learning of students by explaining, reading and clarifying work and encouraging the successful completion of tasks
- Registering and recording students' attendance in lessons
- Supervise entry and departure of students to and from lessons in accordance with school policy
- In the absence of the teacher, to be responsible for the supervision of students whose work has been set in accordance with school policy
- To collect completed work after the lesson and return it to the appropriate teacher
- Support students in accessing learning activities, as directed by the teacher
- To be responsible for creating and maintaining a purposeful, orderly and productive working environment
- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher

##### **Support for Teachers:**

- Supervising the work of whole classes set by their class/subject teacher in accordance with school policy



- When not covering lessons, to undertake Learning Support Assistant duties in and outside the classroom

#### **Support for the Curriculum:**

- Managing the behaviour of students to ensure a constructive learning environment
- Assisting with other activities relating to the supervision of students (general supervision during break periods and with the support and delivery of learning – personal assistance to teachers, supporting teachers in the classroom)
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

#### **Support for the School:**

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To supervise students on visits, trips and out of school activities as required
- To undertake planned supervision of students' out of school learning activities as required
- To undertake duties at break and lunchtime by arrangement
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings, as required
- Participate in training and other learning activities and performance development, as required
- Assist with the supervision of students out of lesson times (clubs, extra-curricular activities, etc)
- To safeguard and promote the welfare of young people

#### **General**

To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher.

#### **Responsibilities:-**

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security.
- Confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.



Person Specification			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none"> <li>• Can use ICT effectively to support learning.</li> <li>• Use of other equipment technology – photocopier etc.</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Working knowledge of national/foundation curriculum and other relevant learning programmes/strategies.</li> <li>• Understanding the principles of child development and learning processes.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these.</li> </ul>	E E E  E  E  E  E	AI AI A  AI  AI  AI  AI
Qualifications and Training	<ul style="list-style-type: none"> <li>• GCSE in English and Maths or equivalent and experience in relevant discipline/job role.</li> <li>• Training in the relevant strategies e g literacy and/or, in particular, curriculum or learning area e g bilingual, sign language, dyslexia, ICT, maths, English, CACHE etc.</li> <li>• Appropriate first aid training.</li> </ul>	E  D  D	A  A  A
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age.</li> </ul>	E	AI
Disposition	<ul style="list-style-type: none"> <li>• The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body</li> <li>• To uphold the school's policy in respect of child protection matters</li> <li>• All staff members participate in the school's performance management /appraisal scheme</li> </ul>	E  E  E	AI  AI  AI
Conditions of Service			
National Joint Council			

Signature of post holder \_\_\_\_\_ Date    /    /

Signature of headteacher \_\_\_\_\_ Date    /    /

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.**



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.