



### Job Description

<b>Job Title:</b>		Cover Supervisor			
<b>School:</b>		Benfield School			
<b>JE Code:</b>	A4534	<b>Evaluation:</b>	437 points	<b>Grade:</b>	N5
<b>Date:</b>	September 2019	<b>Status:</b>	Final		
<b>Responsible to:</b>		Deputy Headteacher – Quality of Education			
<b>Responsible for:</b>		N/A			
<b>Job purpose:</b>		<p>To supervise learners and learning activities in whole classes under the guidance of senior/teaching staff to ensure learner outcomes for progress, behaviour and attitudes to learning are achieved.</p> <p>To undertake other general learning support duties, as required.</p>			

#### Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Work as part of an integrated team to contribute to the school's priorities in respect of ensuring improved outcomes for learners including progress, behaviour and attitudes for learning.
2. Undertake the effective supervision and education of learners with whole classes, individuals or groups of learners by:
  - providing an appropriate learning environment;
  - collating and organising resources prepared or provided by subject staff, selecting, adapting or preparing resources that match learner needs;
  - leading and delivering whole class, individual or group work and other agreed learning activities within general guidance provided by senior/teaching staff;
  - through appropriate interventions and providing effective personal support and guidance, enabling learners to improve their progress, behaviour and attitudes to learning;
  - dealing with any immediate incidents, in the absence of a teacher, according to agreed policies and practice with support from the Lead Professional – Attendance and Behaviour;
  - contribute to the planning and assessment of learning activities;
  - maintain records of learner progress/attainment, behaviour and attitudes and provide feedback to learners, their parents/carers and colleagues.
3. Establish productive working relationships with learners and positively influence their
 

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behaviour and attitudes for learning, acting as a role model and providing support, challenge and motivation as appropriate.

4. Support teaching staff to implement, monitor and evaluate targeted interventions to improve outcomes for individual or small groups of learners.
5. Provide supervision for non-class based study, nurture and inclusion across Key Stages 3 and 4 as necessary.
6. Undertake exam or assessment invigilation where required.

**Trust responsibilities:**

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.