

# Bishop Bewick Catholic Education Trust



## Job Description

<b>Post Title:</b>	Cover Supervisor (A5451)
<b>Grade:</b>	BB04 (Scale Point 13 to 17)
<b>Responsible to:</b>	Cover Manager, SLT members
<b>Responsible for:</b>	n/a
<b>Job Purpose:</b>	To work under the guidance of teaching/senior staff and within an agreed system of supervision, to supervise whole classes during the short-term absence of the class teacher. The primary focus will be to maintain good order and to keep pupils on task. Staff involved in cover supervision will be expected to respond to pupils' questions and generally support pupils in learning activities in line with school's policies and procedures
<b>Main Duties:</b>	The following is typical of the duties the postholder 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.

### **Specific responsibilities include:**

#### **General**

- Within an agreed framework of supervision, during the short-term absence of the classroom teacher, supervise and support pupils undertaking work and support work to establish an appropriate learning environment.
- To undertake activities, as directed by the teacher, with whole classes, individuals or small groups of pupils.
- Manage pupil behaviour and deal promptly with conflicts and incidents in line with school policy
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives.
- Provide the class teacher with accurate and objective feed back on pupil progress and other matters.
- Undertake the maintenance of pupils' records and accurately record achievement.
- Gather information from parents and carers as directed.
- Establish constructive relationships with parents and carers and participate in feedback sessions as directed.
- Administer routine tests and invigilate exams.
- Administration tasks, including photocopying, filing, laminating and resource creation
- To produce and create department specific educational displays
- Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc.

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### **Support for Pupils**

- Use specialist skills, training, or experience to support pupils learning.
- Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.
- To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
- Encourage children to engage in, and participate in learning activities lead by the class teacher.
- To have challenging expectations that encourages children to act independently and build self-esteem.
- Provide feedback to pupils in relation to progress and achievement.

### **Support for the Curriculum**

- Implement agreed teaching programmes, adjusting activities according to pupil responses and needs.
- Help pupils to understand instructions
- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support use of ICT in learning and develop pupils' competence and independence in its use.
- Help pupils access learning activities through specialist support.
- Determine the need for, prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.

### **Support for the School**

- Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and members of the school's management.
- Participate in training and development, and activities that contribute to the management of performance.
- Contribute to improving standards for pupils.
- Contribute to the maintenance of a caring and stimulating environment
- Attend and participate in regular meetings.
- Promote the Academy ethos, in which the highest achievements are expected from all members of the Academy community.
- Comply with all school policies and procedures including the Staff Code of Conduct, Health and Safety, Equal Opportunities, Child Protection, Confidentiality and Data protection.
- Undertake other duties and responsibilities as required commensurate with the grade of the post.

### **General**

- Promote and implement the Trust's equalities policies in all aspects of employment and service delivery.
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.
- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures.
- Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct.