

Cover Supervisor

Job Description

Main Purpose of the Job:

- To work under the guidance of teaching / senior staff to provide cover in the event of teacher absence.
- To provide cover supervision when there is no active teaching taking place as directed by the Headteacher or other member of the senior leadership team.
- To provide support for teaching staff across the school in an appropriate learning environment
- To assist with the integration of pupils with special educational needs and or supporting within a small group or individual basis within the classroom and or / withdrawal basis
- To be an integral part of the school, working in close partnership with all staff

Summary of Responsibilities and Personal Duties:

KEY AREAS

Teaching and Learning / Cover Supervision

1. To provide cover for whole classes supervising work set in accordance with the school's policy.
2. To maintain order in class and keep pupils on task.
3. To respond to questions and generally assist pupils to undertake set activities
4. To support, assist and supervise children in or outside classes under the direction of the teacher.
5. To deal with any problems or emergencies according to the school's policies and procedures.
6. To collect any completed work after the lesson and return it to the appropriate teacher.
7. To report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and on any issues arising.
8. To provide assistance, as required, in the development of learning resources within the school.
9. To assist at break/lunchtime as required

General

1. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
2. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. To provide general clerical/admin. Support e.g. administer coursework, produce worksheets for agreed activities etc.
4. To undertake such other duties related to the work of the school as appropriate to the school
5. Education Learning Trust will expect the successful candidate to have the necessary standard of spoken English, as described under Part 7 of the Immigration Act 2016, the Public Sector fluency duty that requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

As part of the conditions of employment, the postholder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the school's Leadership Team. These duties are not exhaustive or exclusive. The duties may be varied provided that any other duties are appropriate to the grading level of the post.