



COVER SUPERVISOR - JOB REQUIREMENTS

Responsible to: COVER MANAGER

Appointment: up to 32½ hours a week, 38 weeks per year

Scale: SCP 17 (Pro Rata)

This job description

- i) will be reviewed from time to time
- ii) lies within the framework of current APT&C Conditions of Service

Job Purpose

To work under the guidance of the Cover Manager, teachers and the School Leadership Team and within an agreed system of supervision.

To support individuals and groups of pupils to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.

To supervise whole classes during the absence of a teacher. The main focus of such cover will be to respond to questions, assist pupils to undertake set activities and stay on task and maintain order.

Data management and tracking of pupil performance by reviewing pupil progress and providing feedback as directed.

To act as an examination invigilator when required and to provide administrative support for the school when not required for cover invigilation.

Support for pupils when supervising classes in the absence of the teacher

To invigilate internal and external examinations when required.

To register and record pupil attendance.

To instruct pupils regarding the work left by their teacher.

To provide pupils with the necessary resources for their learning, including engagement with Sixth Formers' in support of their study and progress.

To enable orderly entrance and exit of classrooms.

To promote the inclusion and acceptance of all pupils within the classroom.

To create a calm and purposeful environment in which pupils can complete work set by the classroom teacher and engender high expectations.

To follow school systems and procedures on behaviour management.

To report back as appropriate using the school's referral procedures on the behaviour of pupils during the class and any issues arising.

To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.

To collect any completed work after the lesson and return it to the appropriate teacher.

To liaise with teacher(s) about cover work.

To be aware of particular pupils' specific needs as identified in IEP's.

To support pupils in using basic ICT as directed.

Support for the School

Support for the Curriculum when supervising classes in the absence of a teacher.

To collate a bank of supervision work in liaison with the relevant members of the teaching staff.

Be aware of and comply with policies and procedures relating to inclusion, child protection, the Code of Conduct, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.

Contribute to the overall ethos, work and aims of the school.

Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for pupils.

Attend and participate in regular meetings, including staff meetings.

Participate in training and other learning activities and an annual performance review as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

Provide appropriate guidance and supervision and assist in the training and development of other support staff as appropriate.

Undertake planned supervision of pupils' out-of-school-hours learning activities.

Assist with the supervision of pupils out of lesson time, including before and after school and at break times.

Supervise pupils on visits, trips and out-of-school activities as required.

Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money etc.

Supporting colleagues in the preparation of displays, resources and other support materials as and when required.