

# Job Description – COVER SUPERVISOR



**Post Title:** COVER SUPERVISOR (with HLTA Status)

**Responsible to:** COVER MANAGER

**Responsible for:** N/A

**Grade:** 6 (£19,452 - £21,575 actual salary)

## **BRIEF DESCRIPTION & PURPOSE OF JOB**

- As a member of the Cover Team, to undertake cover for planned or unplanned absences of teachers for reasons of eg illness, attending courses, meetings etc
- The primary duty of the Cover Team is cover and cover management, however, there will be time when personnel will not be used for cover, and all members of the core team will support teachers by arrangement. Ensure cover provision in school promotes a positive teaching and learning experience for pupils and staff

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

- To undertake cover and provide support for teachers
- To undertake any relevant training and development activities, including induction and annual appraisal
- To ensure health and safety policy and procedures are followed within your sphere of work

## **DUTIES AND RESPONSIBILITIES**

1. To undertake cover and provide support for teachers:
  - Instruct pupils about the work left by their subject teacher
  - Provide pupils with necessary resources for their learning
  - Register and record pupil attendance in lessons using any system in operation including manual recording
  - Answer pupils' queries regarding the instructions left by the subject teacher
  - Ensure classes enter and exit classrooms in an orderly fashion
  - Ensure classrooms are left tidy, and ready for the next lesson after dismissing the class
  - Liaise with Curriculum Team Leaders to answer queries about work set by the subject teacher when appropriate and without leaving pupils unsupervised
  - Invigilate examinations if required
  - Provide feedback to the teacher regarding conduct during the lesson
  - Discipline and reward pupils within the policies and practices of the department and the school
  - Provide teaching support for classes. To set and mark work for classes assigned by the CTL

The primary duty of the core Cover Team is cover and cover management, however, there will be time when personnel will not be used for cover, and all members of the core team will support teachers by arrangement.

## **SUPPORT FOR PUPILS**

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Assist the teacher with the development and implementation of Individual Education / Behaviour / Support / Mentoring plans.
- Undertake comprehensive assessments of pupils to determine those in need of particular help.
- Provide information and advice to enable pupils to make choices about their own learning / behaviour / attendance.

- Provide feedback to pupils in relation to progress, achievement, behaviour and attendance.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Use specialist skills / training / experience to support pupils.
- Take a lead role in managing and delivering pastoral support to pupils and provision of support for pupils with individual needs.
- Manage the supervision of pupils excluded from, or otherwise not working to, a normal timetable.
- Arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.
- Take a lead role in managing the speedy / effective transfer of pupils across phases / integration of those who have been absent.
- Challenge and motivate pupils, promote and reinforce self-esteem.

### **SUPPORT FOR TEACHERS**

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Take lead role in the development and implementation of appropriate behaviour management strategies and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Administer and assess/mark tests and invigilate exams/tests related to the specialist subject.
- Production of lesson plans, worksheet, plans etc.
- Be responsible for creation and maintenance of purposeful, orderly and productive working environment.
- Manage records, processes, information and data, producing analysis and reports.
- Promote and ensure the health and safety and good behaviour of pupils at all times.
- Undertake marking of pupils work with specialist area and accurately record achievement/progress.
- Manage liaison with feeder schools and other relevant bodies to gather pupil information.
- Support pupils' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.
- Supporting the role of parents in pupils' learning and contribute to / lead meetings with parents to provide constructive feedback on pupil progress / achievement etc.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Administrative support e.g. dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions, making phone calls etc.

### **SUPPORT FOR THE CURRICULUM**

- Deliver learning activities to pupils within agreed system of supervision in specialist area and

- adjusting activities according to pupil responses / needs.
- Deliver local and national learning strategies eg literacy, numeracy, intervention and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid / resources / equipment.
- Be responsible for the management of stock levels, including management of a budget and regular audit of resources.
- Be responsible for maintenance/quality /safety of specialist equipment.
- Provide highly specialist advice and guidance as required.
- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs.
- Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

### **SUPPORT FOR THE SCHOOL**

- Comply with and assist with the development of 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 all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for the provision of out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities that consolidate and extend work carried out in class.

The Cover Supervisor will work 37 hours per week.