



COVER SUPERVISOR

SCALE:	Grade 5
J.E. CODE:	D173 (Teaching and Learning)
RESPONSIBLE TO:	Headteacher or AEN Coordinator

Main Duties of the Post

To work under the instructions of the Headteacher or designated member of staff, usually in the classroom. To supervise the learning of whole classes during the short term absence of the class teacher as they undertake the work set; to invigilate tests and examinations and to accompany staff and pupils on educational visits.

To undertake work/care/support programmes: to enable access to learning for students and to assist teaching staff in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

When not required for cover, to undertake Learning Support Assistant duties as part of the AEN department.

Support for Students:

- In the absence of the teacher, to be responsible for the supervision of students whose work has been set in accordance with school policy
- Answering pupils' queries about processes and procedures relating to the lesson and the work set.
- To support the learning of students by explaining, reading and clarifying work and encouraging the successful completion of tasks
- Registering and recording pupils' attendance in lessons
- Supervise entry and departure of students to and from lessons in accordance with school policy
- In the absence of the teacher, to be responsible for the supervision of students whose work has been set in accordance with school policy
- To collect completed work after the lesson and return it to the appropriate teacher
- Support students in accessing learning activities, as directed by the teacher

- To be responsible for creating and maintaining a purposeful, orderly and productive working environment
- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher

Support for Teachers:

- Supervising the work of whole classes set by their class/subject teacher in accordance with school policy
- When not covering lessons, to undertake Learning Support Assistant duties in and outside the classroom

Support for the Curriculum:

- Managing the behaviour of pupils to ensure a constructive learning environment
- Assisting with other activities relating to the supervision of pupils (general supervision during break periods and with the support and delivery of learning – personal assistance to teachers, supporting teachers in the classroom)
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

Support for the School:

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To supervise students on visits, trips and out of school activities as required
- To undertake planned supervision of students' out of school learning activities as required
- To undertake duties at break and lunchtime by arrangement
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings, as required
- Participate in training and other learning activities and performance development, as required
- Assist with the supervision of students out of lesson times (clubs, extra-curricular activities, etc)
- To safeguard and promote the welfare of young people
- To contribute to the delivery of the key outcomes of Every Child Matters:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

General

To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher.

I agree that the Job Outline is a fair and accurate statement of the requirements of the job.

Job Holder _____ Date _____

Line Manager _____ Date _____