**COVER SUPERVISOR - SUPPORTING AND DELIVERING LEARNING**

# ROLE DESCRIPTION

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| Job title & Grade | Cover Supervisor – Supporting and Delivering Learning  Grade 7  D172 |
| Reporting & Communication | Headteacher  Assistant Headteacher (Timetable) |
| Hours | Full time 37 hours per week worked over 5 days, Monday to Friday |
| Annual Leave | Term time only (193 days) incorporating pro rata annual leave entitlement and bank holidays |
| Probationary Period | 6 months from date of appointment |
| Job Purpose | To complement the work of teachers by taking responsibility for delivery of agreed learning activities. This will involve planning, preparing and delivering learning activities for individuals and groups or short-term for whole classes. Monitoring and assessing, recording and reporting on students’ achievement, progress and development. |
| Additional Duties | None |
| General | The list of duties is not exhaustive and may be subject to other duties commensurate with the role. |
| Confidentiality | All employees are required to maintain confidentiality regarding any information about finance, students and employees. |
| Checks | This post is required to undertake a DBS check |
| Role Description | This role description is subject to review and change from time to time |
| Main Duties | Delivering Teaching and Learning   * Deliver cover for lessons during the school day. This is usually when the teacher is absent short term, either through sudden illness or a planned absence. * You will be expected to assess progress, work completion and behaviour of each class you take, and feedback to their usual teacher. * If a teacher is absent for a longer period of time, (e.g. a week or more) and you are taking a class over this period, you will be required to adapt and plan lessons under the direction of the Head of Department. You will be expected to contribute to assessment and to mark work completed during that time. * If you have a degree in a curriculum subject, you may be required to support specific departments in the delivery of these subjects. * Support individual students and small groups who are finding the work set challenging and adapt the tasks to help them make progress. * Within an agreed system of supervision, plan challenging and engaging teaching and learning objectives for identified students and small groups. * Organise and manage the learning environment. This may include the adaptation of resources and adjusting activities according to students’ responses and needs. * Use ICT effectively to support learning activities and develop students’ competence and independence in its use. * Use specialist resources and equipment if trained and confident in their use.   Managing Behaviour and Expectations   * Establish productive working relationships with students, acting as a role model, and setting high expectations. * Follow the school’s established behaviour management policy to address instances of poor behaviour and low-level disruption, should they occur.   Supporting Students   * Encourage students to interact and work co-operatively with others, promote independence and engage all students in activities. * Create a positive climate for learning in which you and the students will want to work and learn. * Promote the inclusion and acceptance of all students within the classroom. * Recognise and reward achievement through the use of praise.   Other activities   * If no cover is required, you will be expected to support students in other areas, including providing targeted intervention for identified students. * You may be required to accompany staff when they take groups of students out of school. * You may be asked to support other staff with the preparation and production of classroom materials and other resources e.g. displays and to complete administrative work. * There may be a requirement to supplement the exam invigilation team and to supervise internal assessments.   Safe Working Practice   * Be aware and follow safe working practices within school. * Seek advice and guidance from senior staff if unsure.   General Activities   * 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 equality of opportunity for all staff and students. * Contribute to the overall ethos/work/aims of the school. * Appreciate and support the role of colleagues. * Attend and participate in relevant meetings, as required. * Participate in training and performance review, as required. * Any other tasks that may reasonably be required to support the smooth operation of the school. |

Signature of post holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature of manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure form from the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken my not be identified. This document must not be altered once it has been signed but will be reviewed regularly.

Employees will be expected to comply with any reasonable request for a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

# PERSON SPECIFICATION

**POST: Cover Supervisor – Supporting and Delivering Learning**

### **SCALE: Grade 7**

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| **Area** | Criteria Requirement – E = Essential – D = Desirable | **Requirement** |
| **Knowledge, Skills and Attributes** | * Working knowledge and experience of implementing curriculum and other relevant learning programmes and strategies. * Good understanding of child development and learning processes. * Strong communication skills. * Ability to cover a wide range of lessons. * Confidence to manage a class of mixed ability students. * Ability to keep students focused and on task. * Ability to provide constructive feedback that encourages student’s positive self-esteem. * Dedication to establishing positive relationships with students. * The ability to handle complex and sensitive issues with empathy and understanding. * Ability to work effectively as a member of staff providing support to the department and wider school. * Competence in using software such as Microsoft Excel, Word, and PowerPoint. * Willingness to improve own practice / knowledge through self-evaluation and learning from others. * Ability to relate well to students and adults. * Work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these. | * E * E * E * E * E * E * E * E * E * E * E * E * E * E |
| **Qualifications and Training** | * Degree in English, Maths, Science or other curriculum related subject * 5 GCSEs at grades 9 to 4 (A\* to C), or equivalent, including English and Mathematics. * Meet Higher Level Teaching Assistant standards or equivalent qualification or experience. * Training in relevant learning strategies e.g. literacy. | * D * E * D * D |
| **Experience** | * Working in an educational setting with students of secondary age. | * D |
| **Personal qualities** | * You will need to be good humoured, resilient and enjoy the challenge of working with young people. * Able to multi-task. * Enthusiastic. * Flexible and proactive. * Tolerant/resilient. * Calm and responsible. * Confident dealing with students. | * E * E * E * E * E * E * E |