

JOB DESCRIPTION

Job Title:	Cover Supervisor
Responsible To:	Cover Coordinator (for cover) and Deputy Headteacher
Main Purpose of Job:	
<p>To supervise the learning of students during teacher absences, together with supporting teaching and learning across the school. The Cover Supervisor will ensure a pacy lesson in which students are purposeful throughout, receiving supportive instruction issued in a calm manner. They will ensure that learning during covered lessons continues to be impactful and that there is a positive learning environment.</p> <p>It is also envisaged that this role will include support of other curriculum and pastoral teams when there are no cover requirements. This may include, but is not limited to;</p> <ul style="list-style-type: none"> • Supporting students on educational visits and trips • Invigilation of exams • Working with the Learning Support team to support individual students in lessons • Helping ensure the Kingsmead library remains orderly and fit for use • Working with smaller groups of students to help improve educational outcomes 	
Main Responsibilities & Duties:	
<ul style="list-style-type: none"> • Supervise the work of whole classes set by their subject teacher in accordance with school policies and assist students in achieving the learning objectives of the lesson. • Register and record student attendance in lessons. • Answer student queries about processes and procedures relating to the lesson and the work set. • Manage the behaviour of students to ensure a positive learning environment, including setting high expectations of conduct and behaviour. • Deal with any immediate problems or emergencies according to school policies and procedures. • Collect completed work after the lesson and return it to the appropriate teacher. • Liaison with teaching staff before and after cover lessons where appropriate to ensure effective preparation of the cover lesson and comprehensive feedback of progress made. • Report back, as appropriate, using the school's agreed referral procedures about the behaviour of students during the class and any issues arising, to Head of Department and/or other senior staff. • Assist with other activities relating to the supervision of students, e.g. general supervision during break periods. • Support agency staff members in receiving cover instruction at the start of the day • Support the delivery of learning through personal assistance to teachers, supporting teachers in the classroom. • Carry out administrative tasks to support teachers in the delivery of high quality teaching and learning. • Be aware of and comply with all policies relating to child protection, equal opportunities, health and safety, security, confidentiality, data protection, reporting all concerns to the appropriate authorised person. • Make use of all relevant data and information pertaining to individuals and groups of students when planning and delivering lessons. • Undertake lunch time cover in a computer room or Library when cover allows a lunch break to be taken earlier in the day. • Carry out any other reasonable activities at the request of your line manager or the Head Teacher. • Support other areas of the school when there are no cover requirements such as educational trips, exams invigilation, SEND team or Library area. 	
SUPPORTING PROCESSES	

Problem Solving and Creativity:

- Delivers challenging learning activities for individuals, groups and for whole classes based on assessments of students' prior knowledge and understanding provided by teaching staff. Develops teaching and classroom management strategies to achieve appropriate learning objectives in order to deliver activities set by absent teacher.
- Uses the resources required to successfully deliver the strategies. Contributes ideas to the development of school policies and procedures e.g. behaviour, safety and security.
- Teaching activities and resources may need to be adjusted during lessons according to student responses, in order to ensure that lesson objectives are being achieved and all students are engaged, e.g. providing alternative equipment to overcome learning barriers, redirecting the work of Teaching Assistants. A strong grasp of behaviour strategies will be needed to deal with challenging behaviour which is disrupting teaching and learning or to cater for the needs of a student with substantial learning difficulties.
- Responding to the attitude and behaviour of students by exercising sound judgement in the context of school policies and procedures, e.g. in addressing bullying, harassment or prejudice.

Decision Making:

- Works under the supervision of the Line Manager and delivers work set by absent or an assigned teacher as appropriate and within agreed school policies and procedures, including IEPs. Assesses students' learning needs and decides activities which best meets those needs. Selects resources, including the deployment of Teaching Assistants and voluntary helpers. During teaching activities has to continually assess the effectiveness of students' learning and decide if and what to change.
- Takes immediate decision without referral to the Line Manager or Head of Department to deal with issues of teaching and learning, care control and safety of students during lessons, e.g. to make judgements about the effectiveness of a teaching style or activity and to make changes considered appropriate to deal with challenging behaviour. Guidance and support will be readily available from teaching staff and more complex or controversial decisions will be referred to the Head of Department if support is needed on teaching and learning and challenging behaviour and Line Manager on organisational matters.

Physical Effort and Working Conditions:

- A normal school environment, although there will be an involvement in external activities such as educational visits for which risk assessments will have been conducted.
- Most of the working day is spent sitting or standing. There may be occasional physical risks associated with intervention in incidents of challenging behaviour, including aggressions, which are encountered with students who have psychological needs or who have disruptive tendencies.

Contacts and Relationships:

There is frequent contact with staff, particularly senior teaching/pastoral staff, to receive and provide information and guidance about work set, student behaviour and conduct, and attendance. There is frequent contact with students to supervise and direct their learning and to control their learning environment.

Additional Information:

The postholder will supervise students of all ages (11-16) and abilities and will have the task of maintaining good order and discipline to ensure effective learning takes place, but without the opportunity to routinely engage directly with students in their learning activities. This may make the establishment and maintenance of productive relationships with all students a more difficult and challenging objective than it would be for other staff engaged in supporting and delivering learning.

Knowledge Skills and Experience:

- A good general education is required with at least 5 GCSEs or equivalent at A*-C grade including English and Maths.
- Skills to manage safely classroom activities, the physical learning space and learning resources.
- Experience in behaviour management.
- Excellent interpersonal and communication skills with a commitment to young people, their welfare, education and personal development. Able to use initiative and a range of strategies to build relationships with students so as to command their respect and deal with classroom behaviour as a whole and also individual behaviour needs in order to produce a constructive working environment in class.
- Experience of working successfully with students in the 11-16 age range.
- Knowledge and understanding of the school's policies and procedures for behaviour management, health and safety, Special Educational Needs and Equal Opportunities.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date: