



<b>JOB DESCRIPTION:</b>	Whole School Support Staff
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<b>Job Title:</b>	Cover supervisor
<b>Grade/Salary Range/Hours:</b>	Grade E/WBC Spinal Points 7, 32.5 hours per week (term time and 5 insets days payable as additional hours)
<b>Report to:</b>	Teaching Resources Team Leader
<b>Job Purpose:</b>	The Cover Supervisor will:

- provide high quality teaching and learning opportunities for classes in the absence of a teaching member of staff, in order to improve standards of learning and achievement for all students;
- supervise the work of a class or group in the short-term absence of a teacher and under the overall guidance of a qualified teacher;
- have high expectations of all pupils' achievement and a commitment to raising educational standards.
- promote the school's inclusion policy by supporting students in their learning and personal development, removing barriers to achievement.
- carry out administrative and other tasks related to the smooth running of the school.
- To be able to speak fluent English to an appropriate standard

## Teaching and Learning

- To use clearly structured teaching and learning activities that interest and motivate pupils and advance their learning
- To advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes under the supervision and direction of the teacher. The teacher may not always be present in the classroom but the Cover Supervisor will work within the framework established by the class teacher
- To guide the work of other adults, including Teaching Assistants, supporting teaching and learning in the classroom
- To organise and manage safely the learning activities, the teaching space and resources for which they have responsibility
- To use behaviour management strategies in line with the school's policy, thus contributing to a purposeful learning environment
- To contribute to effective planning and preparation of lessons
- To undertake any professional development or training as required in order to improve skills in teaching and learning.
- To encourage students to improve their learning, promoting self confidence and enhanced self-esteem.
- To promote and support the inclusion of all students in the learning activities in which they are involved.
- To promote high standards of student behaviour in line with the school's behaviour policy, in consultation with the classroom teacher.

## Assessment and Recording

- To support teachers in evaluating pupils' progress
- To monitor pupils' responses to learning tasks, participation and progress, providing constructive feedback to pupils, supporting them as they learn, and modifying teaching strategies accordingly.
- To provide constructive feedback to the teacher (both written and verbal) on student progress
- To contribute to maintaining and analysing records of pupils' progress
- To provide additional support to the Pastoral team when appropriate, especially in terms of care, support and guidance for individual students, referring issues to HOYS if required.
- To follow the school's policy on praise and reward, rewarding students for good work and a strong attitude to learning, as appropriate.

### **Student personal development and well-being**

- To promote the school's inclusion policy by supporting students in their learning and personal development, removing barriers to achievement
- To support all pupils in their learning and development, treating them with respect and consideration;
- To recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views and by challenging bullying and harassment, following relevant policies and procedures
- To be responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

### **Curriculum**

- To assist teachers to ensure that they are up-to-date with national developments in curriculum design and pedagogy.
- To continually seek to improve own practice, including through observation, examination and discussion with colleagues and to seek advice or guidance as necessary.
- To complement the work of the teacher, substantially contributing to a range of teaching and learning activities and to work collaboratively with colleagues as part of a professional team.

### **Management of Staff**

- To work with the teacher to plan the role of the Teaching Assistant in lessons including how feedback will be provided to pupils and colleagues on pupils learning and behaviour.
- To attend fortnightly meetings with the Teaching Resources Team Leader.
- To attend regular meetings with the Cover Supervisor team as required, thus coordinating resources jointly to support great teaching and learning.

### **Management of Resources**

- To ensure that learning resources for lessons are organised efficiently to support great teaching and learning
- To be prepared to carry out tasks set by subject leaders, including administration of rewards cards/letters to be sent home; collating information for departments; word processing;
- To contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests

### **Relationships with key stakeholders**

- To liaise closely with classroom teachers and subject leaders in order to ensure that lessons are delivered effectively to students
- To establish and maintain productive relationships with students, senior leaders, support staff and teachers.
- To ensure that the school follows the national policy on safeguarding and thus ensures that students are healthy and safe at school

### **Other duties**

- To attend and participate in relevant meetings as required.
- To carry out all aspects of the role effectively and seek help, advice or guidance as necessary.
- To identify personal training needs and attend appropriate internal and external in-service training sessions per year.
- To attend annual appraisal and review meetings with other members of the Support Staff team.
- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.

### **Specific responsibilities of the post**

#### **Subject specialist cover supervision**

- To be linked directly to Art, Drama, Music, PE, Design and Technology in order to improve the quality of learning and progress in lessons
- To liaise with subject leaders regularly in order to establish strong working practices for the academic year, including checking of curriculum programmes of study

- To be proactive in developing these links with each subject area, responding to requirements efficiently
- To undertake tutor group registration where a teacher is absent from school.
- To supervise whole class during the short-term absence of teachers. Maintaining good order and keeping students on task. Responding to questions and assisting students to undertake set activities.
- To provide objective and accurate feedback to the teacher on the conduct of the lesson, including keeping appropriate records as agreed with the teacher, reporting back as appropriate using the school's referral procedures on the behaviour of the students during the lesson
- To support teachers in the supervision of students on off-site visits, if necessary

**No budgetary responsibility**