



JOB DESCRIPTION
Cover Supervisor

Salary:	Pass Scale 4 (NJC Point 6-8 £25,989 - £26,824) pro-rata. (Actual pro-rata salary £19,906 paid over 12 months)
Contract:	Permanent, 29 hours per week, term time only
Responsible to :	Cover and Exams Officer Assistant Head Headteacher
Main Purpose:	To provide learning activities for classes under the professional direction of the class teacher. Will need to ensure good behaviour of the pupils and make sure the pupils engage in the learning activity. The cover supervisor will be required to respond to pupils' general questions and give feedback to the teacher on broad issues such as behaviour but will not be expected to undertake detailed planning, preparation, delivery or assessment of pupils' progress and/or development. This may involve sustained cover for the same class and the candidate would be expected to work with the subject leader to plan and give verbal and written feedback.

Main Activities – Teaching and Learning

- To deliver learning activities to pupils
- To supervise pupils whilst engaged in learning activities
- To ensure that, as best as is possible, learning objectives set by the teacher are achieved
- To respond appropriately to questions raised by pupils
- To ensure inclusion and acceptance of all pupils in the class in order to promote equal opportunities
- To collect any completed work to pass on to the teacher
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on conduct of the lessons
- To deal with immediate problems and emergencies in accordance with the school's policies.

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 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/professional, in liaison with the appropriate school staff, to support achievement and progress of pupil
- Attend and participate in meetings as directed
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Supervise pupils on visits, trips and out of school activities as required
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.