



Job Description

Cover Supervisor

Grade E points 11 -17

32.5 hours per week Term Time Only + 5 days

School Mission Statement

Jesus Christ is our family role model

Opening our hearts and minds to dream the impossible and achieve beyond our wildest imagination

Everybody is valued and respected

Young and old will journey together to build God's Kingdom.

Striving for academic excellence and celebrating success in all we do

Purpose:

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom
- To support, advise, guide and supervise learners throughout the school and throughout the school day
- Specifically, supporting classes in the absence of the timetabled member of staff and supervising the delivery of the cover work established in the absence of the teacher with the primary focus of maintaining good order and ensuring students are on task
- Supporting the smooth and efficient running of the school and the supervising of learners through assisting with School Detentions, Break Time Duties, Lunchtime Duties and lesson time 'pick up trawls'.

Day to Day Activities:

- Cover lessons in the absence of the timetabled teacher. Supervise the delivery of the established cover work by effectively communicating the work set to the students
- Oversee the collection of resources needed in order to effectively deliver the covered lessons
- Providing brief pro forma led feedback to teachers on the delivery of the covered lesson
- Undertake the lunchtime and/or break time duties and bus duties.
- Assist in classes within a designated Subject Area, i.e. support delivery of subject lessons alongside the timetabled teacher
- Assist in examination invigilation
- Undertake learning visits of corridors and support in establishing a coherent and effective approach to student discipline
- Assist in the allocation of individual learning curricula for key students

Overall Responsibilities:

- To work as part of a team to implement practice which reflects the school's commitment to high achievement, effective teaching and learning
- To foster a climate of positive attitudes towards learning
- To promote clear, shared understanding of the importance and role of learning in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life
- To interpret relevant school data, plus research and inspection evidence, to

inform practices, expectations, targets and supervising methods

- To monitor own progress in achieving targets, evaluate the effects of own supervision and use this analysis for improvement
- To be involved in identified initiatives and their monitoring and evaluation
- To secure and sustain an effective Learning Environment
- Work with teachers to clarify teaching objectives in lessons, understand the sequence of teaching and learning the subject, and communicate such information to pupils
- Seek guidance as appropriate on the choice of learning methods to meet the needs of the subject and of different pupils
- Ensure opportunities are taken to develop pupils' literacy, numeracy and ICT skills
- Use information about pupils' achievements in previous classes and schools to secure good working relationship with learners
- Meet targets in relation to standards of pupil behaviour; establish clear targets for pupil behaviour and evaluate progress and behaviour in daily contact with pupils
- Act consistently within departmental and school wide Rewards and Sanctions Policies
- Liaise with appropriate stakeholders (Head of Department, Manager of Learning, Learning Co-ordinator) regarding individual learners' development and in rewarding positive behaviour
- To act as a lead exam invigilator during peak examination periods
- Access appropriate resources for the deployment of cover and ensure that they are used effectively, efficiently and safely
- Ensure the effective and efficient management and organisation of learning resources, including information and communications technology
- Liaise with key service staff in the preparation of display work within departments
- Ensure that there is a safe working and learning environment in which risks are properly assessed
- Assist with the development and implementation of IEPs, IBPs and PSPs
- Promote inclusion and acceptance of all pupils within the classroom
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Attend and participate in regular calendared meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others

General Information concerning Term Time working

Term time working is made up of 190 days when pupils are in school. The five additional INSET days must be attended as part of your contracted hours.

The working week is 30 hours. Hours of work are usually 8.15 am to 3.00 pm with 45 minutes for lunch.

Members of staff cannot take holidays at any time other than during the school holidays.

Members of staff are appointed on a pay grade, and subject to satisfactory performance, progression by annual increments until the top of the pay grade is reached.

1. During peak times you may be expected to cover 25 lessons (5 periods per day)
2. When you are at peak time then there is no expectation for you to complete other work
3. You will be expected to undertake lunchtime duties for 30 minutes and undertake bus duties from 2.45 pm.
4. When not at peak time and cover is significantly less, then the requirements are to make yourself available to a specified Manager of Learning, who will then direct you to an area/department where you will work. In the main, this may involve supporting in classes, taking small groups to catch up with coursework, helping with technical issues and administrative tasks. The range is endless, but it is “negotiated” once appointed and really plays to your strengths.
5. At other times i.e. INSET days, or school closure days you would use your time to simply catch up on lesson resources, cover for the next day if required, liaising with teachers, supporting in the setting up of exams for the next day, etc. When not in peak times, you would work alongside your “partner” aspect of school.

Role Profile – Personal Attributes

Cover Supervisor

<u>Essential</u>	<u>Desirable</u>
<p>Impact & Impression</p> <ul style="list-style-type: none"> • Presence: projects self well on first impression • Speaks confidently • Good communicator written and oral • Behaves effectively under pressure • Appearance is smart, clean, maintained • Accessible/Approachable <p>Education / Qualifications / Training</p> <ul style="list-style-type: none"> • Good basic educational background • Level 2 equivalent in Literacy and Numeracy (GCSE) • Active personal development of skills <p>Experience</p> <ul style="list-style-type: none"> • Experience of working with young people particularly in the secondary age group (11-16) • Experience of working under pressure and to tight deadlines • Supervisory experience • Project management experience <p>Motives and Drive</p> <ul style="list-style-type: none"> • Ability to enthuse young people • Ability to communicate ideas effectively • Enthuses staff with supervisory confidence • Excellent team player • Shares ideas and resources with colleagues • Good organiser and administrator • Contributes to a stimulating working environment <p>Adjustment and Flexibility</p> <ul style="list-style-type: none"> • Reliable high level attender / timekeeper • Works effectively with team to develop action • Patient in bringing others to understanding • Sensitive and approachable but sets high expectations of behaviour and work rate • Flexible and resilient 	<p>Active CPD own personal development</p> <p>Knowledge/understanding of development issues in education – nationally and locally</p> <p>Willingness to take on further duties / responsibilities</p> <p>Willingness to offer extra-curricular activities</p>