



Cover Supervisor

Job Description

Grade: GR3

1. Job Purpose

- 1.1 To supervise whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff. Including implementing work programmes, managing pupil behaviours and assisting pupils in relevant activities in line with the schools policies and procedures

2. Key Responsibilities

- 2.1 Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
- 2.2 Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
- 2.3 Respond to any questions from pupils about process and procedures but excluding lesson content
- 2.4 Deal with any immediate problems or emergencies according to the school's policies and procedures
- 2.5 Collect any completed work after the lesson and return it to the appropriate teacher
- 2.6 Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- 2.7 Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required

- 2.8 Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser
- 2.9 Recognise own strengths and areas of expertise and use these to advise and support others
- 2.10 Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- 2.11 As required and under the guidance of teaching/senior staff, undertake a range of other activities to support pupils learning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of IEP's, implementing agreed learning strategies, etc.
- 2.12 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.13 To ensure all tasks are carried out with due regard to Health and Safety
- 2.14 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.15 To adhere to the ethos of the school
 - 2.15.1 To promote the agreed vision and aims of the school
 - 2.15.2 To set an example of personal integrity and professionalism
 - 2.15.3 Attendance at appropriate staff meetings and parents evenings

3. Supervision Received

- 3.1 Supervising Officer's Job Title: _____
- 3.2 Level of supervision:
 - 1. ~~Regularly supervised with work checked by supervisor~~
 - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
 - 3. ~~Plan own work to ensure the meeting of defined objectives~~

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

| Post Title | Grade | No of Posts | Level of Supervision (as in 3.2 above) |
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5. Special Conditions

5.1 None

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
