

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: Assistant Headteacher
- 3.2 Level of supervision:
Left to work within establishment guidelines subject to scrutiny by supervisor

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)

5. Special Conditions

- 5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
---------------------	---------------	-------------	--------------------	----------------

Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.		
Training		
Other		

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

Reviewed by: _____

Date: _____