| **JOB DESCRIPTION** | | | | |
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| **job title:** | | | | Cover Supervisor |
| **grade:** | | | | E |
| **car user:** | | | | Not essential |
| **location:** | | | | Bowland High |
| **Hours:** | | | | 35 hours per week 8.30am-4pm Term time only plus 2 INSET Days |
| **responsible to:** | | | | Cover Manager/Assistant Headteacher |
| **staff responsible for:** | | | | N/A |
| **job purpose:** | | | **The main objectives to be achieved by the Postholder** | |
| Under curriculum leaders’ clear guidance, to provide cover for absent teachers and to work collaboratively with classroom teachers in meeting the personal, social and curriculum related needs of pupils, including those with special needs and to establish positive relationships with pupils. | | | | |
| **main activities:** | | **What the Postholder will actually do**  **What prescribed duties the postholder will have** | | |
| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post** **Support for Pupils** | | | | |
| * To provide cover for absent teachers, enabling pupils to access and complete work set by the teacher | | | | |
| * To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectivenessof the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s) | | | | |
| * To develop positive relationships with pupils to assist pupil progress and attainment | | | | |
| * To assist in the devising of pupil's individual targets and their monitoring and review | | | | |
| * Support pupils as part of a planned inclusion programme | | | | |
| * To assist in the development of varying skills that support pupils' learning | | | | |
| * To assist in the specific medical/care needs of pupils when appropriate training has been undertaken | | | | |
| **Support for the Teacher** | | | | |
| * To provide feedback on lessons that have been covered | | | | |
| * To assist in the production of teaching aids | | | | |
| * To undertake routine classroom administrative tasks | | | | |
| * To assist in pupil supervision and assist in the management of pupil behaviour | | | | |
| * To provide information to the class teacher to assist in the planning of work programmes | | | | |
| * To provide clerical and administrative support when necessary | | | | |
| * Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work | | | | |
| **Support for the School** | | | | |
| * To undertake cover supervision for whole classes  | * To work within school policies and procedures | | | --- | --- | | * To assist in providing a purposeful, orderly and supportive environment for learning | | | * To attend staff training/meetings as appropriate | | | * To take care for their own and other people's health and safety * To provide administrative support to senior staff, as and when required * To be aware of the confidential nature of issues related to home/pupil/teacher/school work * To communicate the work set by the class teacher to the pupils * To manage the behaviour and conduct of pupils whilst they are undertaking work set to ensure a constructive learning environment * To take registers where necessary * To assist with pupil supervision i.e. break times * To be a member of a Duty Team and carry out the daily ‘duties’ on one day per week as specified by school | |  * To invigilate examinations | | | | |
| **Support for the Curriculum** | | | | |
| * To assist the delivery of educational and developmental work programmes | | | | |
| * To support the use of ICT in learning activities | | | | |
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| **Note:** | **In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time** | | | |
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