



## **Job Description**

Post: Cover Supervisor  
Salary: Grade 8  
Contract: 37 Hours per Week, Term Time plus 5 days, Permanent  
Responsible to: Headteacher

### **Main Purpose of the Role**

- To work as a cover supervisor in the absence of a teaching member of staff.
- To oversee the completion of subject work in the classroom.
- To mentor individual students with behavioural/emotional issues.
- To supervise students within isolation.
- To carry out other administrative and support work within the pastoral care team.
- To assist teachers with the management/preparation of resources wherever necessary.

### **Role Responsibilities**

#### **SUPPORT FOR STUDENTS**

Use of specialist skills/training/experience to support students in completing work set.

Provide emotional and practical support for individual students through mentoring and monitoring.

Provide supervision within the isolation unit wherever necessary.

Establish good working relationships with students, acting as a role model and setting high expectations.

Promote the school code of conduct in relation to attitude and behaviour.

Promote inclusion and acceptance of all students within the classroom.

Encourage students to interact with each other and work cooperatively with others and engage all students in activities.

Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.

Provide feedback to students in relation to progress and achievement wherever necessary.

#### **SUPPORT FOR THE TEACHER**

Establish and maintain an appropriate learning environment in the absence of the teacher.

Monitor and evaluate student progress with the learning activities.

Keep records of attendance, behaviour and work rate.

Provide feedback to teacher on attendance, behaviour and work completed.

Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as necessary.

Administer and assess routine tests and invigilate exams/tests where required.



Promote the positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents.

Encourage students to take responsibility for their own behaviour in line with established school policy.

Liaise sensitively and effectively with parents/carers where appropriate and participate in feedback sessions/meetings with parents under teacher's direction.

Provide general clerical/admin support wherever necessary.

### **SUPPORT FOR THE CURRICULUM**

Implement agreed learning activities as directed.

### **SUPPORT FOR THE SCHOOL**

Participate in training and development alongside other staff.

Be aware of and comply with school policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection.

Be aware of and support difference and ensure that all students have equal access to learning opportunities and development.

Contribute to the overall ethos/aims/work of the School.

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for all students.

Attend and participate in meetings as appropriate.

Recognise own strengths and areas of expertise and use these to advise and support others.

Undertake planned supervision of students during out of school hours learning activities.

Supervise students on visits, trips and out of school activities as required.

### **ADDITIONAL DUTIES INCLUDE**

Administering First Aid

Fire Marshall

Be aware of and comply with school policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection.

Contribute to the overall ethos/aims/work of the School.

Establish constructive relationships and communicate with other agencies/professionals.

Attend and participate in meetings as appropriate.

Participate in training and other learning activities as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

In addition, other duties at the same responsibility level may be interchanged with / added to this list at any time.