

## **Job Description Cover Supervisor**

### **Job Purpose**

- To support teaching and learning by supervising whole classes during the short-term absence of teachers.
- To support the wider aims of Larkmead in line with the relevant School Development Plan

### **Main Duties:**

Support the absent class teacher by:

- supervising whole classes undertaking pre-planned learning activities which have been set in accordance with school policy on cover arrangements
- collecting finished work or homework as necessary and returning it to the class teacher
- promoting positive attitudes and high standards of behaviour, dealing promptly with conflicts and incidents using the school's agreed Behaviour Policy
- reporting any behaviour issues or other matters in line with the school's policy, to include discussions leading to agreed outcomes between relevant agencies and student(s).
- taking registers in accordance with current legal requirements
- maintaining the role of Tutor during am/pm registration

Support students by:

- enabling students to access Learning in response to Lesson Plan provided by absent teacher/faculty
- engaging with students to provide general guidance/advice about all aspects of teaching and learning. Knowing where to direct them if unsure
- establishing good working relationships with students, acting as a role model and setting high expectations of behaviour
- promoting and enabling the inclusion of all students within the classroom: in conjunction with an awareness of school's SEN registers; Pupil Premium students; FSM students and current interventions.
- providing a consistent approach whilst responding to individual students' needs
- encouraging students to interact and to work co-operatively with one another
- promoting independent learning
- using agreed policies to recognise and reward achievement
- when standing in for their Tutor – support students as their mentor for the day(s)

Support the curriculum by:

- helping students to access pre-planned learning activities
- ensuring that students have the necessary equipment and resources to participate in the lesson.

Support the school by:

- establishing good working relationships with all members of Larkmead staff
- establishing good student relationships
- keeping up to date and complying with policies and procedures relating to:

Child Protection

- Health and Safety
- Confidentiality and Data Protection
- Behaviour
- recognising different needs and ensuring that all students have equal opportunities to learn and develop
- contributing to the overall ethos and aims of the school
- proactively maintaining the school's policy with regard to student uniform

When not undertaking delivery of lessons, cover supervisors will be deployed in a range of activities as directed by the HR Co-ordinator and to include:

- supporting lessons in a TA capacity during Learning Support staff absence
- supporting lessons in which, at times, additional support is required due to a variety of reasons
- providing support during examinations
- providing support during school preparation for events, such as Open Day/Evening
- occasional attendance on school trips
- participation in Larkmead's Activities Week

**Other duties:**

- The Cover Supervisor will be expected to attend an annual Performance Management Interview, school and departmental meetings, training or INSET sessions: as directed by the HR Co-ordinator or appropriate line management.
- To comply with all Health & Safety requirements.

**Reporting lines:**

This post reports to the HR Co-ordinator.

This post has no responsibility for the management of other staff.