

<u>Job Title:</u> Cover Supervisor	<u>Service Unit</u> Education, Learning & Achievement
<u>Post Number:</u> P2	<u>Division:</u> Schools
<u>Grade</u> 4	<u>Business Unit/Section</u> Schools
<u>Overall Purpose of Job:</u> To provide cover for absent staff	
<u>Main Responsibilities:</u> <ol style="list-style-type: none"> 1. To collate a bank of supervision work for curriculum areas in liaison with the Learning Co-ordinator 2. To undertake classroom supervision in the absence of teaching staff 3. To ensure students follow pre-set work programmes 4. To ensure registers and class and student records are maintained 5. To undertake examination and test invigilation (both internal and external) maintaining rules set by the external examination boards and in-house regulators 6. To assist in the preparation of teaching materials and displays 7. To assist with the lunch, break and after school supervision rota 8. To assist with personal and pastoral support for pupils 9. To assist with the supervision of after school detentions 10. To observe Health and Safety regulations 11. To uphold the school ethos, rules and regulations 12. To accompany staff on off-site activities as required 	
<u>KNOWLEDGE, SKILLS & EXPERIENCE</u> <ul style="list-style-type: none"> • Knowledge and understanding of working with children • Experience of working with pupils in small groups • Ability to use and set up visual aids for use with pupils • Good communication skills both verbal and written • Tact and persuasive skills • Time management and organisation skills • ICT capability • Knowledge of strategies which help and promote good behaviour and discipline • Knowledge of pupil development 	

Creativity and Innovation:

- Monitors and is responsive to pupil learning and behaviour at all times by making adjustments to supervised activities
- Monitors and is responsive to pupil personal needs and communication
- Communicates effectively with teachers and other professionals whenever the need arises and recognises the need to communicate
- On the basis of their knowledge and understanding of pupils needs responds to learning actively by planning and reviewing individual needs

Decision Making:

- Recognises when it is necessary to implement agreed de-escalation strategies to minimise risks of pupil behaviour becoming disruptive or dangerous
- Takes action to meet pupil needs to avoid undue behaviour issues arising
- Responds to on the spot incidents requiring immediate attention/decisions on/off the school premises and/or without direct contact with a senior member of staff

Contacts and Relationships:

Teachers - in regular contact with subject teachers when planning schemes of work

Pupils – in daily contact with pupils in normal lessons and when withdrawn for individual support lessons

Staff – communicates with and supports the work of Teachers and support staff who are involved in mentoring and lesson support work

Parents – shares information about pupil progress. Discusses pupil progress and needs as well as families' needs with parents, and recommends strategies/courses of action to them as required

Responsibility for Resources:

- None

WORK ENVIRONMENT

Work Demands

No specific deadlines other than ensuring cover is provided for timetabled lessons

Disruptions may be caused by absence of teachers and support staff

Physical Demands

Sits and stands for lessons with pupils but may have periods of activity with pupils for short periods of time during planned activity

May be involved in physical interventions with pupils following LA approved Team-Teach techniques

Working Conditions

Works in classrooms for most part of the day. May be involved in after school activities as well as off-site activities

Work Context:

May be at risk when dealing with behavioural issues

May be at risk verbally from pupils/parents

Position in Organisation

Indicate how many staff the post is directly accountable for None

Are posts managed/supervised in more than one location? No

Is the supervision shared with another post in the structure? No

Please indicate which post(s)	N/A
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Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description

Date copy sent to Post holder