

Job Description Cover Supervisor



Responsible to: Assistant Headteacher, SEND coordinator

Salary: SCP 8-10

Overall Objective of the Post:

You will provide an effective supervision support for teaching colleagues when absent, and undertaking a range of classroom and administrative support activities.

Key tasks of the post:

1 Cover Supervision - responsible for providing cover for lessons

- Collect work which has been left for the class to be supervised.
- Distribute the materials and provide the necessary explanation of the task set.
- Maintain good order and purpose during the lesson.
- Respond to any questions from pupils about process and procedures.
- Collect in all work at the end of the lesson and ensure its proper return.
- Dismiss the class in an orderly manner according to school expectations.
- Set high expectations to motivate and challenge students whilst managing behaviour effectively and promoting a positive learning environment.

2 Teaching and Learning Pupil Support - responsible for undertaking activities with individuals or groups of pupils, to support their learning:

- Providing in-class support for individual pupils or small groups.
- Assisting pupils to access the curriculum by helping them with their literacy / numeracy skills and developing their understanding of classroom activities.
- Supporting pupils with behavioural problems.
- Keeping records of pupils supported.
- Developing effective relationships with other professionals and parents.

3 Teaching and Learning Administrative Support - Responsible for providing administrative / practical support:

- Record keeping and filing.
- Collating pupil reports.
- Exam invigilation.

4 Participate in the training programmes provided locally or through national agencies, and networks with other learning mentors to share best practice.

All employees have a responsibility

- to undertake training and development as required and to assist, where appropriate and necessary, with the training and development of colleagues
- for their own and others' health and safety, and for adhering to guidelines for the safeguarding of children
- to be an ambassador for the Academy

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Harton Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

Person Specification

Please provide evidence in your application as to how you believe you meet the criteria listed above. We will also seek evidence of these at interview and in references we take up.

	Essential	Desirable
Experience as a Cover Supervisor / classroom delivery		✓
Excellent literacy <u>and</u> numeracy skills (may be evidenced by exam results)	✓	
Excellent interpersonal skills, including the ability to relate to others and support students from diverse backgrounds	✓	
Experience in dealing with difficult issues, including resolving conflicts and challenging behaviour	✓	
Relevant experience working with young people	✓	
Knowledge of safeguarding and issues of child protection	✓	
Strong organisational skills	✓	
Experience of working in a team	✓	