



Cover Supervisor Job Description

Reports to: Headteacher, Deputy Head, Curriculum & Enrichment Lead and class teacher as and when required

Purpose of the post

The Cover Supervisor will:

- Provide cover for classes in the absence of the class teacher
- To provide cover for year groups across the school as directed by the SLT
- To support pupils and accelerate the progress of their learning through interventions in or out of the classroom environment.

Duties and Responsibilities

To undertake the following duties with minimal supervision, demonstrating a thorough knowledge of the curriculum and able to work with a degree of independence showing initiative and enthusiasm.

Values

- Be able to demonstrate CHEER: cooperation, honesty, enthusiasm, empathy and respect to all children and adults alike.
- Be a good role model
- Demonstrate a high level of personal integrity, loyalty, discretion and professionalism
- Assist in implementing school policies and the implementation of the School Development Plan
- Support the school to ensure the whole school community is committed to its vision and values, encouraging them to achieve their best and help secure the best outcomes for children and the success of the school.

Lesson Delivery

- To deliver lessons according to the agreed planning
- To mark / acknowledge work that has been taught
- To use the full range of available resources – i.e Clevertouch board
- To liaise with other teachers and SLT to ensure consistency

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- Be a team member
- Attend meetings when required
- Please note a degree of flexibility is required as duties may change from time to time

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and possibly with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Midday and Supervision

- Promote the safety and wellbeing of pupils whilst a lunch and this may include supervising in the lunch hall
- Supervise and encourage safe play for all pupils during timed break times
- Administer first aid as and when required
- Supervise groups of pupils on educational visits or residential trips as and when required

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents and provide first aid for them
- Report any H & S concerns they see on site
- Complete any relevant H & S training

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- To use CPOMS to report any concerns they have about children / families in a timely manner
- To complete relevant safeguarding training as directed by the DSL team
- Promote the safeguarding of all pupils in the school
- Ensure all information relating to school, families and children is treated with care and respect
- Consider GDPR guidance at all times

The Cover Supervisor will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the LSA / HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.