



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Cover and Behaviour Inclusion Supervisor
<b>RESPONSIBLE TO:</b>	Cover Manager and Behaviour Lead
<b>SCALE:</b>	Grade D SCP 8 - 14, FTE £24,702-£27,334 (Actual Salary £21,157.03 - £23,411.31)
<b>HOURS:</b>	30.83 hours x 39 weeks

### **MAIN PURPOSE OF JOB**

To work alongside the Cover Manager, Behaviour Lead and the Head of Year, with a focus on supporting students particularly those who are identified as having barriers to their learning and progress. Covering lessons to support students to continue their progress in the curriculum area by delivering pre-determined materials. Supporting students, including those unable to access learning due to behavioural difficulties. Running the Reflection Rooms supports students in the same way while building relationships for future interactions.

### **KEY RESPONSIBILITIES:**

1. To register and record student attendance in lessons, in the Reset Room and in Internal Reflection.
2. To support students in completing their work.
3. To distribute/locate the necessary resources for their learning.
4. To ensure orderly entry and exit of classrooms; manage student entry to the Reset Rooms, getting them to complete a reflection on their exit from the classroom environment or as soon as they are regulated to do so.
5. To ensure a calm and purposeful atmosphere for working in the classroom or in the Reset Rooms.
6. Manage students in the classroom and in the Reset Room, ensuring that they are 'ready to learn' in that environment and are supported to understand the process of reintegration if in the Reset Room. Working as part of a team in the reset rooms, with the oversight of the Lead and support where applicable.
7. Monitor student work within the classroom and within the Reset Room, ensuring students are able to access learning resources and are maximising learning time.
8. To manage resources effectively and ensure classrooms/ Reflection Rooms are left tidy for the next lesson.
9. To follow school systems and procedures on behaviour management, including the use of ClassCharts, maintaining its use and ensuring effective communication. Using software to record confidential and sensitive information appropriately.
10. Consult with the Cover Manager and Behaviour Lead / Deputy Headteacher for a decision about a longer-term response to any serious incident.
11. Communicate initial responses to behaviour incidents with parents, staff and students in a timely manner.

12. Work one-to-one with disengaged students whose behaviour is considered their biggest barrier to learning, supporting them in ways of improving this. Working with the Lead on identifying the students who would benefit from additional input.
13. Facilitate and support restorative conversation meetings between students or students/staff, on a regular basis.
14. Encourage high standards of behaviour and dress in students and liaise with the Tutor and Year Team Leaders regularly.
15. Provide consistent supervision in the Reset Room during the school break times, focusing on positive engagement and community-based activities. This will be mainly based inside the room but there may be occasions when a walk around the site will benefit a particular student.
16. Support with the after-school detentions, after-school homework/ revision clubs and/ or any other after-school sessions as required.
17. Maintain excellent record keeping with regards to information, statements, observations, emails and phone calls.
18. Be aware of social and personal factors relevant to the student within and outside of school.
19. Provide objective and accurate feedback and reports as required.
20. To be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop.
21. Be an effective role model for the standards of behaviour expected of students and staff.
22. Set the "tone" for interactions with students in the school spirit, promoting our ethos of 'community, integrity and opportunity'.
23. To contribute to the overall ethos, aims and improvement priorities of the school.
24. To appreciate and support the role of other professionals.
25. To attend and participate in relevant meetings as required.
26. To participate in training and other learning activities and performance management as required.
27. Any other duties which may be allocated after consultation with the post-holder.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.*

Signed: ..... Headteacher

Date: .....

Signed: ..... Employee

Date: .....