

JOB DESCRIPTION

POST:	Cover Supervisor/Aspiring Teacher
GRADE:	Scale E
GR NUMBER:	GR9006
REPORTING TO:	Assistant Headteacher
HOURS:	30 per week, term time plus one week

1. PURPOSE AND SCOPE

- 1.1 To supervise whole classes to cover short term absence of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher and keep pupils on task while maintaining good order.
- 1.2 The post holder can respond to general questions and provide general feedback to the teacher. The aspiring teacher / cover supervision role will normally include other activities, such as teaching assistant, SEN support, pastoral support or administrative roles.

2. ORGANISATIONAL RELATIONSHIPS

- 2.1 Responsible to the Assistant Headteacher, but taking instruction on day to day activities from the Cover Supervisor responsible for allocating cover, Heads of Department and teachers within departments where cover is being undertaken.
- 2.2 Significant contact with teachers, other support staff and students.

3. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

Support for Pupils

- 3.1 Supervise pupils while they are engaged in learning activities and deal with immediate problems and emergencies.
- 3.2 Manage pupils' behaviour within the ethos and behavioural policies of the school.
- 3.3 Set high expectations of conduct whilst acting as a role model.
- 3.4 Respond to pupil queries on procedures while keeping pupils on task.
- 3.5 Promote the inclusion and acceptance of all pupils within the classroom within the school's policies and procedures of equal opportunities.

Support for Teachers

- 3.6 Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour / progress of pupils.
- 3.7 Collect and pass on any completed work.
- 3.8 Maintain and pass on any appropriate records as agreed beforehand with the teacher.
- 3.9 Provide support and assistance to teaching staff in large examinations or test groups.

Support for the Curriculum

- 3.10 Support the use of ICT within the lesson as appropriate.
- 3.11 Understand and ensure appropriate organisation/use of the classroom, equipment and resources.

Support for the School

- 3.12 Accompany groups of pupils on school trips ensuring their health and safety (to be at discretion of lead teacher).
- 3.13 Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 3.14 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 3.15 Participate in training and other learning activities as required.
- 3.16 Undertake other similar duties and activities that fall within the grade and role of the post as decided by the Head of School / Assistant Headteacher.

4. STANDARDS

- 4.1 As a member of school staff, respect confidentiality and be entirely loyal to the school in the interests of its good name and the health, well-being and good progress of its students. Must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.

5. REVIEW

- 5.1 This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder.
- 5.2 It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.