

## WADDESDON CHURCH OF ENGLAND SCHOOL

JOB DESCRIPTION	
JOB TITLE:	Cover Supervisor
GRADE:	Scale 4
RESPONSIBLE TO:	Assistant Headteacher
STAFF RESPONSIBLE FOR:	N/A
<b>JOB PURPOSE:</b> <b>The main objectives to be achieved by the Postholder</b> To cover short term absence of teaching staff, taking sole charge of a group of pupils. Pupils will learn by carrying out pre-prepared work under supervision. On occasions active teaching may be necessary.  The primary focus will be to maintain good order and to keep pupils on task.	
<b>MAIN ACTIVITIES</b> <b>What the Postholder will actually do</b> <b>What prescribed duties the postholder will have</b>	
<ul style="list-style-type: none"> <li>• Take active responsibility for behaviour for learning</li> <li>• Supervision of work that has been set in accordance with school policy.</li> <li>• Manage the behaviour of pupils whilst they are undertaking work to ensure a constructive environment.</li> <li>• Establish productive working relationships with pupils, acting as a role model and setting high expectations.</li> <li>• Respond to any questions from pupils about process and procedure.</li> <li>• Deal with any immediate problems or emergencies according to the school's policies and procedures.</li> <li>• Collect any completed work after the lesson and return it to the appropriate teacher.</li> <li>• Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.</li> <li>• Promote the inclusion and acceptance of all pupils within the classroom</li> <li>• Support pupils consistently whilst recognising and responding to their individual needs</li> <li>• Encourage pupils to interact and work co-operatively with others and engage all pupils in activities</li> <li>• Promote independence and employ strategies to recognise and reward achievement of self- reliance</li> <li>• Provide feedback to pupils in relation to progress and achievement</li> <li>• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</li> <li>• Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed</li> <li>• Work in the Enrichment Department (Learning Support) to support individual students</li> <li>• Administer and assess routine tests and invigilate exams/tests</li> <li>• Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.</li> <li>• Establish a range of activities of extra tasks for the students to continue if all the set work is completed.</li> </ul>	

## **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person  
Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

## **PERFORMANCE MANAGEMENT**

- Performance management will include classroom observation and a commitment to continuing professional development.

<b>Note:</b>	<b>In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.</b>
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