ELTHORNE PARK HIGH SCHOOL

COVER SUPERVISOR

JOB DESCRIPTION

Purpose of Post:

- To supervise whole classes during the short-term occasional absence of the class teacher and deliver pre-prepared activities. The cover may either be ad hoc, planned such as INSET, or unplanned sickness.
- To act as a float, supervising classes on an as and when required basis, as identified by Headteacher.
- To work under the guidance of the class teacher(s) in the planning and implementation of work programmes with individuals, groups of students or the whole classes, to promote effective teaching and learning.
- To provide general support to the class teacher(s) in the management and organisation of the student and the classroom.
- To assist the teacher(s) in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all students, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To undertake administrative duties for subject departments as identified by the Headteacher.

Duties and Responsibilities:

1. To provide the supervision of, and be solely responsible for, a class of students during lesson time in the absence of the teacher.

2. To manage the behaviour of students and to promote and maintain order and a calm working environment including implementing the school’s behaviour policy.

3. To communicate effectively, the work set by the class teacher to the students, and ensure that students complete the tasks set by the teacher.

4. To establish productive working relationships with students acting as a role model having high expectations of all students’ achievement and a commitment to raising standards.

5. To support students consistently whilst recognising and responding to their individual needs.
6. To collect completed work after the lesson and return it to the appropriate teacher.

7. To deal with any immediate problems or emergencies according to the school’s policies and procedures.

8. To attend planning and preparation meetings as required and take part in the school's CPD programme.

9. To assist teachers in supporting classes as required.

10. To work with students in the classroom, in small groups and one to one.

11. To support students' learning in accordance with any directions which may reasonably be given by the Head, or the designated line manager.

12. To be aware of and uphold the school’s policies and procedures, and contribute towards their development.

13. To promote the general progress and well being of individual students assigned to you.

14. To work collaboratively with colleagues to improve the learning capacity of all students.

15. To continually seek to improve one’s own practice including through observation, examination and discussion with colleagues and to seek advice and guidance as necessary.

16. To make relevant records and reports including those for communicating and consulting with parents of students.

17. To accompany teaching staff and students on educational visits.

18. To invigilate exams and be available for duties at break times.

19. To support and attend the annual main school and Sixth Form open evenings.

20. To supervise after school study clubs as required.

21. To carry out other duties and responsibilities of a similar nature and at a similar responsibility level to those described above, which may be allocated from time to time within the general nature of the post.

22. All staff have a responsibility for promoting and safeguarding the welfare of the children and young person s/he comes into contact with.