



JOB TITLE:	Cover Supervisor
GRADE:	Grade C Pt. 13 to 18 Thurrock Pay Scales
REPORTS TO:	Teacher
SUPERVISES:	None
RELATIONSHIPS:	Class Teacher, Headteacher, School Staff, Pupils

JOB PURPOSE
To supervise the whole class covering for short-term absence usually covering one class consistently for no more than three consecutive days. To manage and supervise pupil behaviour, and contribute to the maintenance of effective school administration.

PRINCIPAL ACCOUNTABILITIES
<i>main duties are listed , others may be required at a similar level and nature</i>
<p><i>Cover supervision' occurs when there is no active teaching taking place. Pupils would continue their learning by carrying out a pre-prepared exercise under supervision.</i></p> <ul style="list-style-type: none"> ▪ Supervising work that has been set in accordance with the school policy ▪ Support the Curriculum Plan and learning programmes designed by the teacher ▪ Responding to any questions from pupils about process and procedures; ▪ Providing feedback to the classroom teacher on the pupils progress against lesson plans, conduct of the lesson ▪ Dealing with any immediate problems or emergencies according to the school's policies and procedures; ▪ Collecting any completed work after the lesson and returning it to the appropriate teacher ▪ Keeping pupil related records ▪ Support the use of ICT as a learning aid (including the use of specialist curriculum software), assisting pupils to develop ICT competence pupils and independent use of systems ▪ Provide additional support to teachers in classrooms, to carry out administrative tasks when not covering a class
<p>Behaviour Management</p> <ul style="list-style-type: none"> ▪ Act as a role model , setting high expectations of conduct and behaviour ▪ Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment; ▪ Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising. ▪ Promote the inclusion and acceptance of all pupils within the classroom ▪ Helping to avoid arguments and fights, assisting pupils to sort out their disagreements by talking and listening to one another
<p>General School Support</p> <ul style="list-style-type: none"> ▪ All activities must be undertaken within the scope of the school policy. ▪ Keeping/contributing to records of pupils in line with school policy, in particular records associated with pupil learning, achievement against curriculum ▪ Operate child protection, health and safety, security, confidentiality, data protection, reporting concerns to the appropriate person ▪ Participate in training and other learning activities ▪ Keep pupil records (e.g. attendance registers, chasing absence details, compiling lists) ▪ Input to the development of processes supporting school organisation ▪ Provide clerical and administrative support, e.g. photocopying, typing, filing, collecting money, gathering pupil reports, stock taking and stationary orders, assist in the school library, update pupil records. ▪ Work towards overall school goals.