



## **COVER SUPERVISOR**

### **RESPONSIBLE FOR**

Covering lessons for absent teachers and providing high quality learning support for identified students with Special Educational Needs, including students with behavioural difficulties.

To be responsible for the promotion and safeguarding the welfare of children in line with the school Safeguarding and Child Protection Policy.

### **PURPOSE OF THE JOB**

To provide high quality cover lessons, and enable effective use of resources, and high standards of learning and achievement for students, within an atmosphere in which students feel challenged, valued and secure.

Cover Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development). Cover Supervisors will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.

You will be part of the Inclusion Team and together will work with targeted students during the time when you are not required for cover.

To assist the Headteacher and the Leadership Team in the overall management and development of the school.

### **PARTICULAR DUTIES**

Under the overall direction of the Assistant Headteacher responsible for Cover Supervisors.

### **KEY FUNCTIONS**

- To cover the subjects, classes and groups as allocated by and agreed with the Cover Manager and the Leadership Team
- To ensure that high quality teaching and learning takes place in all allocated classes
- To ensure that cover lessons are conducted in an orderly manner, to manage behaviour so that students are on task and make good progress.
- To provide support or help to students with their work

- To support the Leadership Team in the effective operation of the school
- Responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy

### **SPECIFIC RESPONSIBILITIES**

***The main responsibilities of the post are to:***

- To cover the classes allocated, and provide a well-planned, challenging and purposeful learning environment for students (the cover material will be provided by the teacher or their Assistant Headteacher)
- To assist teachers in the planning and provision of an agreed teaching programme for students with Special Education Needs, including physical disabilities and emotional and behavioural difficulties
- To work with classroom teachers to assist in the provision of appropriately differentiated resources for students with Special Educational Needs
- To support and carry out policies and practices to promote positive student behaviour and achievement within the framework of a school behaviour policy
- To participate in and support the staff development and appraisal schemes
- To assist in the development of the School Improvement Plan and its review mechanism
- To undertake such other duties as reasonably required by the Headteacher

Signed: ..... Print Name: .....

Date: .....