



Headteacher: Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, PO16 9BD. Telephone: 023 9236 4399

Cover Supervisor

JOB DESCRIPTION

Responsible to: Assistant Headteacher

The post holder is responsible for ensuring that all school and county child protection policies are adhered to and concerns are raised in accordance with these policies.

1. Teaching, Learning and the Curriculum

To act as cover supervisor within a classroom.

- 1.1 Collect work from the Subject Leader when required to cover staff absence as directed by the Administrative Support Leader.
- 1.2 Supervise classes during staff absence.
- 1.3 Help students develop personal and communication skills through social interaction.
- 1.4 Offer support to Subject Areas other than for cover:
 - a) To work with small groups of students withdrawn from lessons
 - b) To support planning and assessment
 - c) To assist departments with administrative duties
 - d) To assist departments with classroom display
- 1.5 Assist with CRE activities within a year group.
- 1.6 Develop work set by teachers to the students and ensure their understanding of the task set.
- 1.7 Assist and develop students' understanding of tasks set.
- 1.8 Plan continuation of extension or plenary work.
- 1.9 Set cover work as required according to position of scheme of work.
- 1.10 Provide both accurate and objective feedback to teachers.

2. Monitoring and Evaluation

- 2.1 Have regular meetings with the Communications and Environment Manager and other appropriate colleagues to review practice both inside and outside the classroom.
- 2.2 Have regular team meetings and as appropriate Line Manager meetings to review practice both inside and outside the classroom.

3. Leading and Managing People and Relationships

- 3.1 Encourage good student behaviour and work.
- 3.2 Develop good working relationships with students and staff.
- 3.3 Assist Year Leaders in the personal development of learners.
- 3.4 Promote awareness and offer support to teachers in areas where recognised additional support is required.

4. Managing Resources

- 4.1 Take direction from the Communications and Environment Manager regarding the best use of time and resources.
- 4.2 Assist Year Leaders with reports and other associated administration tasks.
- 4.3 Collect work for excluded students and ensure delivery/collection.
- 4.4 Assist and collate resources to support of included students.

5. Improvement

- 5.1 Assist in devising strategies to deal with Behaviour and learning issues raised at meetings.
- 5.2 Attend relevant in service training.
- 5.3 Seek to improve working documentation for departmental detention rota.
- 5.4 Continue personal development.

6. Accountability

- 6.1 Offer support to the school outside the classroom:
 - a) Support the duty rota, including break times and lunch
 - b) Support the invigilation and administration of examinations
 - c) Support school trips, as appropriate.
- 6.2 Maintain standards within school:
 - a) Be familiar with School's Behaviour Policy and Code of Conduct and to act within their remit at all times.
 - b) Create a happy, safe and secure environment for students at all times.

- 6.3 Supervise students in the Internal Exclusion Room.
- 6.4 Maintain confidentiality.
- 6.5 Offer support to students on emotional, behavioural and personal issues and report to appropriate areas concerned.
- 6.6 Be aware and comply with policies and procedures relating to safeguarding, child protection, equal opportunities, health and safety and security and data protection.

Reviewed: November 2020

Review due December 2021