

WOODSIDE HIGH BUSINESS AND ENTERPRISE SCHOOL

JOB DESCRIPTION (September 2009)

POST:	Cover Supervisor
GRADE:	Scale 4/5
RESPONSIBLE TO:	Vice Principal
Contract	32.5 hours per week 40 weeks per year

PURPOSE OF JOB:

1. Assist teachers with the support and teaching of students within a secondary mainstream setting.
2. To work as part of a large team of teachers and support staff involved in the delivery of differentiated learning, and educational programmes designed by appropriate staff.
3. Under the direction of a designed member of staff to act as a cover supervisor for classes where there are short-term absences of timetabled teachers.¹

Duties:

1. Adapt delivery of teaching and support, taking into account the needs of students, to aid them in learning as effectively as possible in class or small groups by:
 - Clarifying and explaining instructions
 - Motivating and encouraging
 - Assisting in weak areas e.g. reading, spelling, numerically, behaviour, organisation and presentation
 - Helping students to concentrate on and finish set work
 - Working with the class teacher and other support staff to devise and deliver appropriate differentiated learning activities
2. Carry out programmes of observation, assessment and educational support as planned by appropriate professionals, and provide progress, development and other reports.
3. Develop methods of promoting and reinforcing students' self esteem and independence within the classroom and school environment. Assess the need for additional support in consultation with appropriate professional staff.
4. Together with teaching staff be involved in monitoring of pupils' progress and maintaining related records.
5. In consultation with teaching staff, participate in the evaluation of the support programmes for pupils, contributing to reviews of children's progress, including formal reviews of statements.
6. Provide regular feedback and assessment on children's progress to class teachers, support tutors and other professionals as required.

¹ In accordance with regulations and guidance outlined in the STPCD and the school's cover provision strategy. Cover supervision does not involve carrying out 'specified work' as outlined in the Education (Specified Work and Registration) (England) Regulations 2003

7. Alongside teaching staff, develop effective relationships and links between home and school.
8. Participate in the development and delivery of the programme of Out of Hours extra curricular/study activities and under the guidance and direction of teaching staff, take a lead role in providing teaching and supporting pupils involved.
9. Assist teaching staff by undertaking a range of appropriate administrative duties including the production of resources in order to support pupils' learning.
10. When not required as a Cover Supervisor to support in classrooms where needed.

Cover Supervisor Duties

11. Acting as a Cover Supervisor, in the absence of the class teacher and in accordance with the provisions detailed below * the post holder will:
 - Supervise students undertaking pre-prepared or self-directed learning activities
 - Respond to questions from students relating to process and procedures
 - Manage and promote positive behaviour of students in the class reporting any issues arising, using the school's agreed referral procedures
 - Dealing with any immediate problems/emergencies according to the school's policies/procedures
 - Collect completed work after lessons and return to appropriate teachers
12. Attend and participate in relevant staff meetings and in-service training as requested.
13. Be aware and contribute to the development of the school's policies and support service procedures.
14. Undertake other tasks, which may fall within the scope of this post as may be reasonably directed by the Principal, Senior Leadership Team and Director of Faculty.
15. The post holder shall ensure the duties of the post are undertaken with due regard of the school's Health & Safety at Work Act 1974 and all other relevant subordinate legislation.

* The post holder will a) be familiar with the full range of school policies, particularly those regarding health and safety, equal opportunity issues and special education needs, b) understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behaviour needs.

In addition to any specific duties associated with this post, to play a full and active part in the day-to-day running and development of this school, including being a member of a year and curriculum team. Also, each member of staff will be expected to have regard to any national requirements, the schools' ethos, aims and objectives and policy decisions of the Governing Body.