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|  | <b>JOB DESCRIPTION</b>                                                                                                                                     |
| Position:                                                                         | Cover Supervisor                                                                                                                                           |
| Reporting to:                                                                     | Cover Manager                                                                                                                                              |
| Role Purpose:                                                                     | Reporting to the Cover Manager, under the professional direction of a teacher to supervise whole classes during the short term absence of a class teacher. |

| Accountabilities     | Accountability statement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Support for pupils   | <ul style="list-style-type: none"> <li>• To supervise whole single classes of pupils using material planned by a teacher to engage pupils in learning activities.</li> <li>• Establish productive working relationships with pupils acting as a role model and setting high expectations of work and behaviour.</li> <li>• Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.</li> <li>• Respond to pupils' general queries and keep pupils on task.</li> </ul> |
| Support for teachers | <ul style="list-style-type: none"> <li>• Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.</li> <li>• Comply with instructions requested by the usual class teacher.</li> <li>• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.</li> </ul>                                                                         |

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| Support for curriculum             | <ul style="list-style-type: none"> <li>• Make appropriate use of equipment and resources.</li> <li>• Comply with lesson plans and instructions from the class teacher.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                     |
| Support for school                 | <ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• In line with the operational needs of the school, undertake other duties (e.g. supervising examinations) when needed.</li> <li>• Participate in training and continuing professional development.</li> <li>• Attend relevant school meetings as required.</li> </ul> |
| Corporate & statutory requirements | <ul style="list-style-type: none"> <li>• Complying with relevant legislation e.g. Health &amp; Safety and Fire Regulations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                |