



**Job Description:**

**Post Title:** Cover Supervisor

**Accountable to:** Executive Headteacher

**Reporting to:** Senior member of staff responsible for cover

**Main Duties and Responsibilities**

**Support for Pupils**

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Establish productive working relationships with pupils acting as a role model and setting high expectations.
- To communicate the work set by the teacher to the pupils.
- To provide classroom supervision in the absence of the teacher.
- To respond to questions and generally assist pupils to undertake set activities.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Provide feedback to pupils in relation to progress and achievement.
- Respond to any questions from pupils about process and procedures.
- To facilitate mentoring opportunities for students as required.
- Support pupils during transition and break times.
- Develop positive relationships with pupils

**Support for the Teacher**

- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate, commenting on behaviour of pupils during the class and any issues arising.
- To complete administrative tasks, e.g. class registers and provide feedback to the teacher on class progress.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of system/records as requested.
- Promote positive values, attitudes and good pupil behaviour, in line with school policy.
- Act as key adult for individual pupils when required.

**Support for the Curriculum**

- Supervise work that has been set in accordance with the school policy.
- Manage the behaviour of pupils whilst they are undertaking work to ensure a constructive and orderly environment.
- Help pupils to access learning activities through specialist support.
- To provide additional class support for teacher if not required to cover.
- To assist with classroom displays as requested.

### **Support for the School**

- To be available for break duty/lesson change-over.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To accompany visits and field trips as required.
- Be able to understand and use a range of strategies to deal with classroom behaviour as a whole and also individual behaviour needs.
- Use skills and experience to manage safely classroom activities, the physical learning space and resource for which you are responsible.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required (staff meetings).
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To support a range of duties when not required for cover during the working day.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this post.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.

### **Other Duties**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To participate in the School's emergency response arrangements as directed by the designated officer.

### **Contracts:**

In all contacts the post holder will be required to present a good image of the school as well as maintaining constructive relationships.

Internal: Teaching staff, operations staff, teaching assistants, pupils

External: Schools and colleges, parents, community partners

**NOTES:**

- The Local Academy Governing Board and Redditch RSA Academies Trust reserves the right to alter the content of this job description, after consultation, to reflect the changes to the job or services provided, without altering the general character or level of responsibility. It may be amended at the request of the Head or post holder but only after full consultation with the post holder.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Redditch RSA Academies Trust’s Equal Opportunities Policy.

Signed:.....  
Executive Head Teacher

Signed:.....  
Post Holder

Date:.....