

## School 21 Job Description: Cover Supervisor

Responsible to:	Senior Leader: Head of Pupil Support 4-18
Start date:	ASAP
Salary:	Scale 6 Pt 18 £28,752(FTE)/pro-rated to £24,660 for 41 weeks
Job purpose:	Responsible for the learning of students both by supervising classes in the absence of teaching staff and by working in smaller groups with students. Responsible for the preparation and display of curriculum materials.
Main duties and responsibility	<ul style="list-style-type: none"> <li>• Supervise whole classes during the short term absence of teachers; actively leading learning;</li> <li>• Work with small groups of students e.g. on social/emotional and well-being or academic progress</li> <li>• Follow the teacher's instructions for the lesson with regard to the conduct and content of the lesson, ensuring that the primary focus is on excellent learning and behaviour for learning.</li> <li>• Support students to stay focused, by providing a supportive but well-disciplined environment which complies with the school's policies and procedures;</li> <li>• Be aware of any special needs of students within the class, responding accordingly and supporting all students to do their best;</li> <li>• Provide objective and accurate feedback to the class teacher on the learning that happened in the lesson and any issues that need following up;</li> <li>• Support teachers and students in classes taken by a qualified teacher, as required;</li> <li>• Supervise and support groups of students e.g. in extracurricular activities, study or homework clubs, as required;</li> <li>• Provide general administrative and clerical support for departments, as required.</li> </ul> <p>This could include:</p> <ul style="list-style-type: none"> <li>o Carrying out research</li> <li>o Preparing and mounting displays</li> </ul>

	<ul style="list-style-type: none"> <li>o Routine marking not requiring specialist knowledge</li> <li>o Contacting outside agencies and parents on straightforward matters;</li> <li>● Ensure a tidy and well-presented working environment within the school;</li> <li>● Undertake break, lunchtime or examination supervision, as required.</li> <li>● Be responsible for keeping up to date with the requirements of the role, by attending appropriate CPD and meetings, and keeping abreast of changes in legislation;</li> <li>● Be aware of and comply with policies and procedures relating to child protection, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person;</li> <li>● To undertake any other duties commensurate with the post as may be required;</li> </ul>
Qualifications and Experience	<ul style="list-style-type: none"> <li>● Graduate (desirable) or a minimum of 3 A Levels and 5 GCSE's (essential)</li> <li>● Experience of working with students in a formal setting without immediate supervision.</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>● Knowledge of how children learn and skill at nurturing a strong learning culture looks</li> <li>● Knowledge of child protection and health and safety procedures.</li> <li>● Ability and willingness to undertake professional development.</li> <li>● Good interpersonal skills.</li> <li>● Empathy with children and young people.</li> <li>● Ability to effectively manage pupil behaviour in accordance with school policy and procedure.</li> <li>● Ability to use own initiative to work flexibly and respond positively to a range of situations.</li> <li>● Ability to work effectively as part of a team.</li> </ul>