

Larkmead School

Job Description Cover Supervisor

Job Purpose

- To support teaching and learning by supervising whole classes during the short-term absence of teachers.
- To support the wider aims of Larkmead in line with the relevant School Development Plan

Main Duties:

Support the absent class teacher by:

- supervising whole classes undertaking pre-planned learning activities which have been set in accordance with school policy on cover arrangements
- collecting finished work or homework as necessary and returning it to the class teacher
- promoting positive attitudes and high standards of behaviour, dealing promptly with conflicts and incidents using the school's agreed Behaviour Policy
- reporting any behaviour issues or other matters in line with the school's policy, to include discussions leading to agreed outcomes between relevant agencies and student(s).
- taking registers in accordance with current legal requirements
- maintaining the role of Tutor during am/pm registration

Support students by:

- enabling students to access Learning in response to Lesson Plan provided by absent teacher/faculty
- engaging with students to provide general guidance/advice about all aspects of teaching and learning. Knowing where to direct them if unsure
- establishing good working relationships with students, acting as a role model and setting high expectations of behaviour
- promoting and enabling the inclusion of all students within the classroom: in conjunction with an awareness of school's SEN registers; Pupil Premium students; FSM students and current interventions.
- providing a consistent approach whilst responding to individual students' needs
- encouraging students to interact and to work co-operatively with one another
- promoting independent learning
- using agreed policies to recognise and reward achievement
- when standing in for their Tutor – support students as their mentor for the day(s)

Support the curriculum by:

- helping students to access pre-planned learning activities
- ensuring that students have the necessary equipment and resources to participate in the lesson.

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Support the school by:

- establishing good working relationships with all members of Larkmead staff
- establishing good student relationships
- keeping up to date and complying with policies and procedures relating to:
 - Child Protection
 - Health and Safety
 - Confidentiality and Data Protection
 - Behaviour
- recognising different needs and ensuring that all students have equal opportunities to learn and develop
- contributing to the overall ethos and aims of the school
- proactively maintaining the schools policy with regard to student uniform

When not undertaking delivery of lessons, cover supervisors will be deployed in a range of activities as directed by the Cover manager and to include:

- supporting lessons in a TA capacity during Learning Support staff absence
- supporting lessons in which, at times, additional support is required due to a variety of reasons
- providing support during examinations
- providing support during school preparation for events, such as Open Day/Evening
- occasional attendance on school trips
- participation in Larkmead's Activities Week

Other duties:

- The Cover Supervisor will be expected to attend an annual Performance Management Interview, school and departmental meetings, training or INSET sessions: as directed by the Cover Manager or appropriate line management.
- To comply with all Health & Safety requirements.

Reporting lines:

This post reports to the Cover Manager.

This post has no responsibility for the management of other staff.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All aspects of the person spec will be tested at some part of the recruitment process. Should the applicant be shortlisted any relevant issues arising from references will be taken up at interview.

