



## Cover Supervisor

### Job Purpose

To facilitate the ongoing learning of pupils by providing cover when teachers are unable to take the lesson due to short-term absence or other professional commitments.

### Job Details

Job Level: Grade E  
Line Managed by: Deputy Head

### Principal Accountabilities

- To ensure that children are safe: cover supervisors should not deliver practical science, DT or PE lessons unless suitable training has taken place
- Develop constructive relationships with pupils by following the schools' behaviour for learning policy and practice
- To provide the necessary instructions set by the class teacher: this will be saved in the 'Cover Work' folder in the shared area and support pupils in following these instructions
- To liaise with the relevant CAL, or TLR holder, in order to ensure work is set for pupils during periods of unplanned teacher absence: this work should be saved in the 'Cover Work' folder in the shared area
- Use SIMS and/or ClassCharts to take registers each lesson, ensure seating plans are adhered to, provide positive and negative comments about pupils' behaviour and as appropriate
- Ensure classrooms are left in a tidy condition at the end of lessons with resources that were used in the lesson accounted for stored away appropriately
- Liaise with teachers and curriculum teams regarding individual pupil and whole class progress
- To attend whole staff briefing and other communication meetings as required
- Supervise pupils in Study Support as necessary
- Supervise pupils during educational visits as requested
- To be aware of and work in accordance with the school's child protection policies and safeguarding procedures.
- To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
- To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration. To encourage tolerance and inclusion of all pupils.
- To participate in professional training, e.g. safeguarding, MHFA and other relevant courses

### 5 Key Competencies

- Well-developed communication skills.
- Commitment to the development of the whole child.
- Resilience.
- Well-developed IT skills
- Set standards and provide a role model for students.

Date: April 2023