



Aston Fields Middle School **A School of Character**

Cover Supervisor

Job Description

Scale: **Cover Supervisor Grade 3 (scp 18) (Permanent)**
18-30 hours per week - term time only, TED days included.
(3-5 days including Wednesday and Thursday)

Responsible to: **Deputy Headteacher and Cover Manager**

Main Purpose of the Job

- To supervise whole classes during the short-term absence of teachers. To work under the guidance of teaching/senior staff in or out of the classroom. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities and implement agreed work programmes.

Main Responsibilities and Tasks:

SUPPORT FOR PUPILS

- Use specialist (behavioural management) skills/training/experience to support pupils' physical and emotional needs.
- Establish and maintain productive working relationships with pupils, acting as a positive and virtuous role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual physical and emotional needs.
- Respond to any questions from pupils about process and procedures.

SUPPORT FOR THE TEACHER

- Promote positive values, character, 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.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Be responsible for keeping and updating any records as agreed with the teacher, contributing to reviews of systems/records as requested.



SUPPORT FOR THE CURRICULUM

- Supervise work that has been set.
- Manage the behaviour of pupils whilst they are undertaking work to ensure a constructive environment.

SUPPORT FOR THE SCHOOL

- Contribute to the overall ethos/work/aims of the school.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, PREVENT, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person/DSL.
- Be aware of and support difference and ensure all pupils have equal opportunities to learn and develop.
- 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 classroom activities safely, the physical learning space and resources for which you are responsible.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Other duties

- To provide administrative assistance or cover for the absence of any teaching assistants.
- 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 job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.
- First aid training and support/cover where required.

Contacts

In all contacts, the postholder will be required to present a good image of the school and the County Council as well as maintaining constructive relationships. This includes on social media platforms, as outlined in the Staff Code of Conduct/Handbook which will be provided as part of induction procedures.

Notes

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- 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.