Job Description
Cover Supervisor
Education

Job Title	*Cover Supervisor*
Responsible to	*Headteacher, Deputy Headteacher, Senior Leadership Team*
Responsible for	*English Department*
Key Internal Contacts	*Staff in other departments within the Centre*
	Staff in other Centres in the Region, Regional Office Staff
Key External Contacts	*Student relatives, advocates and others*
	Placing Authorities and Service Providers
	Registration, Regulatory and Inspection bodies
	Local Services – Statutory, Voluntary and Community Neighbours

At Outcomes First Schools, we are ambitious for every student and committed to the highest standards in everything we do. We continuously evaluate and improve our practice, drawing on evidence, expertise and experience to ensure we deliver the best possible outcomes. We take responsibility for the quality and impact of our work, understanding that every decision has the power to shape the lives of students, families, colleagues and communities. By taking the time to listen, understand and make informed decisions, we create positive learning environments where students can thrive, achieve their potential and build successful futures.

JOB PURPOSE

- To cover some timetabled classes throughout the week in addition to covering general absence etc.
- Deliver high quality lessons and occasionally deal with challenging behaviour in the classroom
- Making sure all students are focused and on track to meeting the lesson objectives
- Prepare the classroom for lessons
- Help any students who are struggling with the work set for their cover lessons
- Undertake such duties as are delegated by SLT

KEY TASK AREAS & RESPONSIBILITIES

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Cover Supervisor responsibilities

- To carry out duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description
- To be responsible for teaching across Key Stages 3 & 4.

The Internal Organisation, Management and Control of the School

- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- To contribute to planning improvement which will translate school aims and policies into actions
- Implementing the Local Authorities and Governing Body's policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines

- To be responsible for: o Cultivate an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour;
- Identify good quality teaching & learning resources;
- To support and assist teaching staff in ensuring that the teaching and learning needs for the students are met including the most able
- Support the delivery of a stimulating, innovative and responsive curriculum which will further develop the knowledge and cultural capital they need to succeed in life in British Society
- Assist in the regular tracking and monitoring of student outcomes against predicted and targeted grades
- To implement and liaise with other staff to ensure literacy and numeracy intervention programmes and improving reading levels are in
- Place to support individual student needs;
- To teach on literacy and numeracy intervention programmes for the school;

Student Care

- The development, organisation and implementation of the school's policy for the personal and social development of students including pastoral care and guidance
- The effective induction of students – baseline assessments
- The promotion among students of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
- The development of culture of independent learning

Relationships

- To be responsible for fostering positive relationships across the school community
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their students educations and wellbeing