



**Outcomes  
First Group**

## **Job Description**

**Job Title:** Cover Supervisor - Teaching & Learning

### **Main 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

### **Main Tasks**

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 school teacher 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:**

To contribute to:

- 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 pupils in relation to sex, gender, race, disability and special needs
- the efficient organisation, management and supervision of school routines

To be responsible for:

- 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 pupils 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 pupil 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;

## **Pupil Care**

To Contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance
- The effective induction of pupils – baseline assessments
- The promotion among pupils 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 children's educations and wellbeing