

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

## **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 pupils 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 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**

- 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