

Job Description

Job Title: Cover Supervisor - Teaching & Learning

Accountable to: Head of Education

Main Purpose

- Leading whole classes while cover teachers are away
- Dealing 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 within the Teacher Standards.
- 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 all key stages.

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