

# FIR VALE SCHOOL ACADEMY TRUST

## JOB DESCRIPTION

**Postholder:**

**Post Title:** Cover Supervisor

**Hours of work:** 37 hours per week, term time (39 weeks)

**Salary:** Grade 4 SCP17 – SCP22

**Responsible to:** SLT Line Manager

**Responsible for:** Supervision of whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff including the implementation of work programmes, managing student behaviour and assisting students in relevant activities.

**The key areas of work are:**

- |                               |                           |
|-------------------------------|---------------------------|
| A. Supporting Students        | B. Supporting Teachers    |
| C. Support for the Curriculum | D. Support for the School |
| E. Other                      |                           |

**A. SUPPORTING STUDENTS**

**You have responsibility to:**

- use specialist (curricular/learning) skills/training/experience to support students
- assist with the development and implementation of Individual Education Plans
- establish productive working relationships with students, acting as a role model and setting high expectations.
- promote the inclusion and acceptance of all students within the classroom
- support students consistently whilst recognizing and responding to their individual needs
- encourage students to interact and work co-operatively with others and engage all students in activities
- promote independence and employ strategies to recognize and reward achievement of self-reliance
- provide feedback to students in relation to progress and achievement

**B. SUPPORT FOR THE TEACHERS**

**You have responsibility to:**

- work with the teacher to establish an appropriate learning environment
- work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- monitor and evaluate students' response to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- undertake marking of students' work and accurately record achievement/progress

- promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate examinations / test
- Provide general clerical administrative support e.g. administer coursework, produce worksheets for agreed activities etc

**C. SUPPORT FOR THE CURRICULUM**

**You have a responsibility to:**

- implement agreed learning activities/teaching programme, adjusting activities according to student responses/needs
- implement local and national learning strategies e.g. literacy, numeracy, KS3 early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- support the use of ICT in learning activities and develop students' competence and independence in its use
- help students to access learning activities through specialist support
- determine the need for, prepare and maintain general and specialist equipment and resources

**D. SUPPORT FOR THE SCHOOL**

**You have a responsibility to:**

- be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- be aware of and support differentiation and ensure all students have equal access to opportunities to learn and develop
- contribute to the overall ethos / work / aims of the school
- establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of students
- attend and participate in regular meetings
- participate in training and other learning activities as required
- recognize own strengths and areas of expertise and use these to advise and support others
- provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- undertake planned supervision of students' out of school hours learning activities
- supervise students on visits, trips and out of school activities as required
- any other related duties as they may arise

**E. OTHER**

As may be reasonably required in agreement with the Headteacher

**Signed:**.....  
**(Employee)**

**Signed:**.....  
**(Headteacher)**

**Date:**.....

**Date:**.....