

Highgate Wood School is a mixed Comprehensive School group 7, situated in the Crouch End playing field area of the London Borough of Haringey. Age range 11 - 18

<b>Post Title</b>	<b>Cover Supervisor</b>
<b>Grade</b>	Scale 5 (Term Time Pro Rata - 36 hours per week) 8.15am – 4.30pm (Mon, Wed, Thurs and Fri) 8.15am - 4.30pm (Tue for whole school PLD/Meetings) including a 30-minute lunch break
<b>Responsible To</b>	Lead Cover Supervisor (LCS) / Manager for LCS and SLT Lead for Teaching & Learning.

Cover Supervisors will supervise whole classes during the short-term absence of teachers. The primary focus will be to ensure high quality in class supervision, maintain good order, deliver work set by the absent teacher and to ensure the work set is understood and completed.

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge areas and could involve assisting the teacher in the whole planning cycle and the management/ preparation of resources.

### 1. Support for Students

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Answer student queries about process and procedures relating to the lesson
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Give out appropriate working materials as directed at the start of lessons
- Collect completed work after the lesson and return it to the appropriate teacher

### 2. Support for the Teacher

- Work with the teacher to establish an appropriate learning environment
- Provide objective and accurate feedback and reports as required, to the teacher on pupil 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

- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour to ensure a constructive learning environment
- 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
- Provide general clerical/admin. Support e.g. administer coursework, produce worksheets for agreed activities etc.

### **3. Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

### **4. Support for the School**

- Working as part of the cover team, support and assist with all aspects of cover. This may include working with the SEN department, Heads of department and external agencies.
- Build positive relationships with all staff to enable all work to best capacity.
- 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 difference and ensure all pupils 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 pupils
- Administer and assess routine tests and invigilate exams/tests
- Attend and participate in regular meetings (all staff/departmental) to contribute to discussions about individual students and classes
- To undertake training to provide First Aid cover as required.
- Participate in training and other learning activities as required
- Recognise 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 pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- Undertake supervision of students at break and lunchtimes in accordance with the school's duty rota
- Act proactively in the day-to-day management of student behaviour in communal spaces and corridors
- Undertake any other operational duties that may be required under the direction of the SLT lead for Cover and Headteacher
- The duties and responsibilities of individual posts may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is appropriate to the existing level of responsibility vested in the post.

**Arrangements for performance management and review:**

There is an annual performance management cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

**This post is subject to regular review to meet the changing needs of the school**