

Highgate Wood School Arts College 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

Job Description

Post Title: **Cover Supervisor**

Grade: Scale – 5 (40 weeks x 36 hours per week)
(Typically 08.15 – 15.15 including a 30 min lunch break) Mon/Wed/Thu/
Fri and 8.15 - 4.30 on Tue for whole school CPD/Meetings.

Responsible To: Line Manager
SLT responsible for Cover and SLT responsible for Teaching & Learning

Responsible For:
Main Duties:

Cover Supervisors will supervise whole classes during the short-term or long-term absence of teachers. The primary focus will be to maintain good order, deliver work set by the absent teacher and to keep pupils on task.

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 in particular areas and could involve assisting the teacher in the whole planning cycle and the management/ preparation of resources.

1. Support for Pupils

- 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

- 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 exams/tests
- 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
- Follow the agreed school strategies in the Teaching and Learning Policy and the Behaviour Policy

4. Support for the School

- 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
- Attend and participate in regular meetings as appropriate.
- 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
- Willing to take on relevant training in basic first aid

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.

Cover Supervisors are also required to engage with CPD (Continual Professional Development) as directed by the school.

