



WADDESDON

CHURCH OF ENGLAND SCHOOL

COVER SUPERVISOR JOB DESCRIPTION

Reporting to:	Assistant Headteacher
Staff Responsible For:	N/A
Role Objectives:	<ul style="list-style-type: none">• To cover short term absence of teaching staff, taking sole charge of a group of pupils. Pupils will learn by carrying out pre-prepared work under supervision. On occasions active teaching may be necessary• The primary focus will be to maintain good order and to keep pupils on task
Prescribed Duties:	<ul style="list-style-type: none">• Take active responsibility for behaviour for learning• Supervision of work that has been set in accordance with school policy• Manage the behaviour of pupils whilst they are undertaking work to ensure a constructive environment• Establish productive working relationships with pupils, acting as a role model and setting high expectations• Respond to any questions from pupils about process and procedure• Deal with any immediate problems or emergencies according to the school's policies and procedures• Collect any completed work after the lesson and return it to the appropriate teacher• Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising• 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• 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

	<ul style="list-style-type: none"> • Work in the Enrichment Department (Learning Support) to support individual students • Administer and assess routine tests and invigilate exams/tests • Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc. • Establish a range of activities of extra tasks for the students to continue if all the set work is completed
	<p>Supporting Staff</p> <p>General</p> <ul style="list-style-type: none"> • To work within school policies and procedures with an up-to-date understanding of Keeping Children Safe in Education and related Safeguarding, Child Protection and Code of Conduct requirements. • To contribute to the provision of a supportive, aspirational and effective environment for learning. • To support the promotion of positive relationships with parents and outside agencies. • To attend skill training and participate in personal/performance development as required. • To take care of their own and other people's health and safety. <p>In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.</p>