



WADDESDON

CHURCH OF ENGLAND SCHOOL

COVER SUPERVISOR JOB DESCRIPTION

Reporting to:	Cover Manager (day to day supervision); Assistant Headteacher (appraisal/teaching and learning support)
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 • Supervise the 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 as directed

	<ul style="list-style-type: none"> • Work in the Enrichment Department (Learning Support) to support individual students • Supervise Sixth Form Study sessions as required • Supervise pupils on visits, trips and out of school activities as required • 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 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>