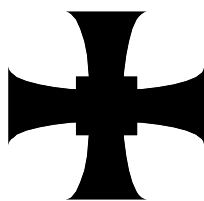


# Trinity School, Carlisle



## Job description Cover Supervisor

### **Job Purpose:**

- To cover short term absence of teaching staff, taking sole charge of a group of students. The primary focus will be to maintain good order and to keep students on task.

### **Main Responsibilities:**

- Supervise work that has been set by teaching staff, ensuring that students continue to learn during their teacher's absence;
- Manage the behaviour of students whilst they are undertaking work to ensure a constructive environment;
- Establish productive working relationships with students, acting as a role model and setting high expectations;
- Respond to any questions from students 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 students during the class, and any issues arising;
- Promote the inclusion and acceptance of all students within the classroom;
- Support students consistently whilst recognising and responding to their individual needs;
- Provide feedback to students in relation to progress and achievement;
- 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;
- Supervise students undergoing routine tests and act as an invigilator during the busy exam period;

**Main Responsibilities continued:**

- Provide general clerical/administrative support e.g. produce worksheets for agreed activities etc, or general support in classrooms as required;
- Provide support for registration as required;
- 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 students have equal access to opportunities to learn and develop;
- Attend and participate in regular meetings;
- Participate in training and other learning activities as required;
- To share expertise and skills with others;
- To work collaboratively with colleagues to protect and safeguard students;
- To support the delivery of work to casual supply teachers and bank cover supervisors.
- To undertake such other duties connected with the post as may reasonably be requested.