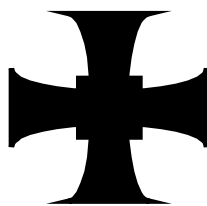


Trinity School, Carlisle



Job description

Job Title: Cover Supervisor

Scale: PCD7

Team Leader:

Hours: 37 per week, plus 5 Inset days

Job Purpose:

- To cover short term absence of teaching staff, taking sole charge of a group of pupils. The primary focus will be to maintain good order and to keep pupils 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 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;
- 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;
- Administer and assess routine tests and invigilate exams/tests;
- Provide general clerical/administrative support e.g. administer coursework, 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 pupils 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 supervisor.