

CHILDREN & YOUNG PEOPLE'S SERVICES DIRECTORATE JOB DESCRIPTION

JOB TITLE: Cover Supervisor – Level 3

SCHOOL: **POST NUMBER:**

GRADE: 6 **HOURS:**

SALARY RANGE: Points 18 - 21

POST STATUS: **WORKING YEAR:**

Conditions of service are those specified by the National Joint Council for Local Government Services

GENERAL INFORMATION

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Support for Pupils

- Supervise work that has been set by teaching staff
- Use specialist skills, training and experience to support pupils
- Establish and maintain 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
- Assist with the development and implementation of Individual Education Plans
- Support pupils consistently whilst recognising and responding to their individual needs
- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

- Collect any completed work after the lesson and return it to the appropriate teacher
- Manage pupil behavior to ensure a constructive environment
- Report back as appropriate using the school's agreed referral procedures on the behavior of pupils
- 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 behavior, dealing promptly with conflict and incidents in line with established the established policies
- Deal with any immediate problems or emergencies according to the school's policies and procedures

Support for the curriculum

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

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 that pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Facilitate and support the role of other professionals
- Assist with the supervision of pupils out of lesson times as required, including before and after school and at lunchtimes.
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Any other duties that would reasonably be expected of the post holder.