



Job Description

Post Title:	Cover Supervisor
Post Holder:	
Responsible to:	Assistant Headteacher for Inclusion
Liaising with:	Headteacher, SLT, all teaching & support staff as required
Working Time:	32.5 hours per week, term time only
Salary Grade:	Grade 5

General Responsibilities

To provide key cover for absent teaching staff across all sites.

To assist in promoting the learning and personal development of all students, including, but not exclusively, those with special educational needs through in class support, withdrawal groups, off site activities and administrative tasks.

To undertake the planning, preparation and delivery of specialist programmes for such as; literacy, behaviour management and study support.

This post will work across all three sites.

It is a requirement of the post that the postholder holds a First Aid Certificate or is willing to receive training if additional First Aiders are required.

To carry out Lunchtime Supervision duties as directed.

Each member of staff has a responsibility towards their own professional development and that of those they are accountable for.

The specific responsibilities described are subject to annual review by the Headteacher.

Specific Responsibilities

1. To provide cover for whole classes across all sites
2. To provide individual support to meet access arrangements for students in school as required
3. To provide learning support for curriculum areas
4. To contribute to the learning & teaching for curriculum areas
5. To provide learning materials for curriculum areas
6. To support students within curriculum areas either individually, or in groups or through whole class teaching as directed
7. To cover for absent colleagues as required
8. To assist in the induction and training of new TAs
9. To support teaching staff & other support staff in the preparation of SEN documentation
10. To establish professional learning relationships with students
11. To support students in developing social and organisational skills both in and out of the classroom
12. To assist students to write and record their ideas, providing alternative means of recording ideas where appropriate
13. To read texts to students, ensuring they have access to written materials provided for the subject
14. To liaise with teachers and assist in planning for student's needs, preparing materials and activities for lessons as instructed
15. To mark routine classwork & homework tasks as directed
16. To use the school system for recording students' needs and progress
17. To provide regular feedback on students' learning and behaviour to teachers
18. To accompany students on educational visits & actively support the Group Leader
19. To know and apply all school policies
20. To maintain confidentiality at all times
21. To undertake any such reasonable duties as requested by the Head of Inclusion

Other Specific Duties:

To rigorously apply exemplary standards of safeguarding and following all school policies and procedures

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

To actively promote the School's corporate policies

To continue personal development as agreed
To engage actively in the performance management review process
Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
Employees are expected to adhere to the School dress code presenting a professional image to students, parents, governors and the wider community
The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Headteacher :..... Date:

Postholder:..... Date:.....