

Job Description: **Cover Supervisor**

<p><u>Responsible to</u></p>	<p>The Vice Principal and, through him, to the Principal.</p>
<p><u>Aim of the Post</u></p>	<ul style="list-style-type: none"> • In the absence of the class teacher, to provide lesson cover under the supervisory arrangements established by the College • When these cover arrangements are not required, to work as a teaching Assistant
<p><u>Principal Responsibility Areas</u></p>	<ol style="list-style-type: none"> 1. To know and apply Frewen College policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc to ensure a safe and positive learning environment is maintained. 2. To establish supportive relationships with the students concerned. 3. To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher 4. To develop curricular knowledge as required by the College 5. Seek to create the highest standards for all by promoting enthusiasm for subjects taught 6. To give personalised academic support to students (on a one-to-one and/or small group basis when acting as a TA) to help them to learn as effectively as possible. 7. To give the students feedback on achievements in order to reinforce and develop self-reliance and self-esteem. 8. To monitor the student(s)' response to the learning activities and, where appropriate, to modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes and in line with the student(s)' IPP. 9. To support the students in developing social skills both in and out of the classroom. 10. To provide regular feedback on the students' learning, independence and social skills and contribute towards reviews of student(s) progress as appropriate. 11. To promote the acceptance and inclusion of all pupil(s) encouraging them to interact with each other in an appropriate and acceptable manner. 12. To use the school's system for recording progress and/or concerns.

	<p>13. To take part in training activities offered by the school to further knowledge and professional development (within employed hours).</p> <p>14. To take on break time and after school supervision duties or extra-curricular activities as required (within employed hours).</p> <p>15. To accompany teacher and students on educational visits as required.</p>
<p><u>General Duties</u></p>	<ol style="list-style-type: none"> 1. To carry out duties as detailed in the Assistant Teachers' (Terms and Conditions of Service) Regulations. 2. To maintain high and exemplary standards in terms of preparation, classroom management, display and assessment. 3. To participate in appropriate meetings with colleagues, parents and students. 4. To play an active part in promoting the school ethos, vision, mission and values. 5. To undertake all reasonable duties as requested by the Principal or the Head of English and Literacy. 6. To perform any other key tasks which the Principal may reasonably assign.
<p><u>Terms and Conditions</u></p>	<p>These duties are not necessarily comprehensive and are subject to annual amendment by the Principal after consultation with the post holder.</p> <p>In the event of these duties not being performed to the satisfaction of the Principal and Governors, the matter will be dealt with in accordance with disciplinary procedures agreed by the Principal and Governors.</p> <p>Terms and conditions of employment are set out in the Letter of Appointment/Contract.</p>

Signed:

Date:

Signed: (Principal)

Date: