

Cover Supervisor and Support Job Description

Post:	Cover Supervisor and Support
Salary Grade:	Grade E (SCP 18 £19,945 - £21,166) pro rata to hours and term time only actual salary £15,835 - £16,805
Hours of work:	34.5 hours per week (8.30am - 4.00pm) during term time
Responsible to:	Office Manager

Core Purpose

To cover lessons in the absence of the normal classroom teacher and, under the direction of your line manager, maintain and develop the school learning environment.

Responsibilities

1. Cover lessons when members of staff are absent (up to 5 periods per day)

1.1 Ensure pupils make progress in their learning in the absence of the normal class teacher through delivering the work set by the classroom teacher; ensuring pupils are engaged in the work set and supported when they experience difficulties; responding to questions from pupils and assisting them in their learning; applying the Whickham School Behaviour policy; establishing positive relationships with pupils; acting as a positive role model; creating a calm and purposeful learning environment; ensuring completed work is returned to the regular class teacher; ensuring pupils meet high standards in the presentation of their work.

1.2 Ensure pupils are effectively safeguarded through maintaining an accurate register; following the Whickham School Safeguarding policy; ensuring established seating plans are applied; paying due regard to Health and Safety in the classroom; being aware of specific pupil needs through regular review of ClassCharts; supervising pupils during School Improvement Hour when required.

1.3 Ensure pupil behaviour is good and meets school expectations through applying the Whickham School Behaviour Policy; ensuring Whickham lesson routines are applied; rewarding and encouraging good behaviour; recording positive and negative behaviour on ClassCharts.

2. Support other elements of school work as directed by the Office Manager

2.1 Assist the office in completion of administrative work through assisting with the administration of examinations as requested; supporting with examination access arrangements; invigilating exams; completing general administrative tasks; photocopying tasks.

2.2 Act as first aider through undertaking first aid qualifications as directed by the school; administering first aid as directed by the school; maintaining first aid records.

2.3 Act as a breaktime supervisor through undertaking supervision of an area of the school each breaktime.

2.4 Support the development of the learning environment through creating and maintaining displays.

2.5 Run an after school club once per week through agreeing an appropriate club with your line manager; promoting and organising the club; leading the club activities each week.