

**Bishopton PRU**

**Job Description**

Cover Supervisor

**Post Title**: Cover Supervisor

**Grade:** H (SCP-14-17)

**Responsible to**: Co-Headteachers

***Bishopton PRU is committed to safeguarding and promoting the welfare of children.***

**MAIN PURPOSE:** To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom, managing student behaviour and supervising whole classes during the short-term absence of teachers.

### **TASKS:**

* Supervising the pupils on work left in accordance with the school policy
* Working one to one; home tuition; preparing, planning and assessment under the supervision of the classroom teacher
* Assisting in preparing the learning environment and the materials used therein
* Assisting with the management of student behaviour to ensure a constructive working environment and promote positive behaviour
* Responding to pupils about the work that has been set
* Collecting any work completed after the lesson and returning it to an agreed person/place
* Leaving the room in good order at the end of the lesson
* Supervising entry and departure of pupils in accordance with school policy
* Recording and reporting attendance at lessons in accordance with school policy
* Assisting in exam invigilation under the supervision of the examinations officer
* Reporting back as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class and any other issue arising
* Dealing with any immediate problems or emergencies according to the school’s policies and procedures
* Following school policies and procedures especially those relating to Child Protection and health; safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
* Respecting confidential issues linked to home/pupils/teacher/schoolwork and to keep confidences as appropriate
* Escort and supervise pupils on educational visits and out of school activities
* Use ICT effectively to support pupils learning
* Develop and promote positive relationships with pupils, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all pupils within the classroom
* Support pupils consistently whilst recognising and responding to their individual needs
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to pupils in relation to progress and achievement
* Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils
* Attend and participate in meetings as required
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
* Demonstrate and promote commitment to Equal Opportunities and to the

elimination of behaviour and practices that could be discriminatory.

**SAFEGUARDING - PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE**

* To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
* To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

**This job description recognises the current requirements of Bishopton PRU.** **The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time**

**Signed Date**