



Job Title:	Cover Supervisor
Grade:	Grade 4
Hours:	Term Time - Full Time (37 hours) 08:00 – 16:00 Mon – Thurs 08:00 – 15:30 Fri
Reporting to:	Head of School - Overall Deputy Head – Day to Day
Main Duties:	<p>To work under the guidance of teaching/senior staff and within an agreed system of supervision.</p> <p>The post holder will supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain a positive working atmosphere and promoting high standards of behaviour. Cover supervisors will need to respond to questions and generally assist students to undertake set activities.</p> <p>Where cover is not required, the cover supervisor will carry out such functions of a teaching assistant or administrative and clerical functions as are commensurate with the grade of the post, as directed.</p> <ul style="list-style-type: none">• Supervising work that has been set in accordance with the school policy• Managing the behaviour of students to ensure a purposeful and productive learning environment• Dealing with any immediate problems or emergencies according to the school's policies and procedures.• Provide feedback on the behaviour of students, so that a teacher can review learning.• Collecting any completed work after the lesson and returning it to the appropriate member of staff• Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising• To supervise and support students in the reflection room• To contribute to the overall culture and ethos of the school• To model our core values of integrity, creativity and excellence• To supervise students on visits, trips and out of school visits as required• To work with subject teachers in classrooms, laboratories, workshops etc. to provide help to students as and when required• To liaise with subject teachers to become familiar with schemes of learning and the tasks expected from students in individual lessons• Maintaining and updating classroom and corridor displays as required



- To act as a learning mentor for individual students or small groups to provide specific help with aspects of learning e.g. literacy skills, behaviour etc.
- To attend relevant professional development and participate in whole school training as appropriate
- To maintain and support with school standards on discipline and behaviour and to record incidents on ClassCharts.
- To provide daily organisational support to whole school corrections and support with the supervision of students on correction.
- Assisting with the supervision of students during breakfast, break or lunchtimes
- Familiarity with the full range of school policies and procedures/strategies, particularly those regarding health and safety, child protection, behaviour management, equal opportunities, special educational needs and confidentiality, and undertaking training and development in all such areas as required
- To model the Ferryhill School staff virtues every day
- Attending meetings and liaising and communicating with colleagues in school, parents, outside agencies and other bodies as and when required
- Be an effective role model for the standards of conduct expected by students, promoting positive values, attitudes and behaviours

The above duties and responsibilities are not an exhaustive definition of all tasks associated with the post. These duties may vary from time to time without materially affecting the level of responsibilities or character of the post and this is reflected in the grading.