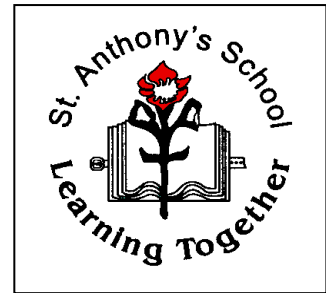


**ST. ANTHONY'S SCHOOL**

**JOB DESCRIPTION**

**COVER SUPERVISOR**



**Job Title:** Cover Supervisor

**Accountable to:** Senior Leadership Team, Teaching Staff.

**Job Purpose:** To supervise whole-class lessons using pre-prepared resources in the absence of teaching staff, ensuring continuity of learning and a safe, purposeful learning environment. To support pupils with SEND across primary or secondary departments, enabling access to learning and progress towards individual targets.

**Working Time:** 30 hours per week (Term time only)

**Disclosure Level:** Enhanced

**Planning Time:** TBC

## **Responsibilities**

### Operational/Strategic Planning

- 1.1 To support teaching staff in the preparation of appropriate resources, schemes of work, marking policies and teaching strategies
- 1.2 To support teaching staff prepare lessons
- 1.3 To contribute to school wide planning activities
- 1.4 To follow the school policies and procedures

### Curriculum Provision

- 2.1 To support pupils during lessons and breaks

### Human Resource Management

- 3.1 To participate in the school's staff development programme by participating in the arrangements for training and professional development when in school time
- 3.2 To engage in the performance management process
- 3.3 To contribute positively to effective working relations within the school

### Communication

- 4.1 To communicate effectively with all staff, pupils and parents
- 4.2 To follow agreed policies for communication within the school
- 4.3 Where appropriate communicate and cooperate with outside agencies

### Management of Resources

- 5.1 To support staff to ensure that resources are shared and used effectively throughout the school

### Pastoral Care

- 6.1 To support teaching staff in promoting the general progress and well being of individual pupils and the group as a whole
- 6.2 To support teaching staff monitor the progress of pupils and keep up-to-date records as required
- 6.3 To alert appropriate staff to problems experienced with pupils
- 6.4 To support teaching staff in the behaviour management policy so that effective learning can take place
- 6.5 To contribute to the preparation, implementation and monitoring of pupil's yearly review

- 6.6 To communicate as appropriate with parents of pupils and with outside agencies concerned with the welfare of individual pupils

### Personal Responsibilities

- 7.1 To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example
- 7.2 To actively promote the school policies and procedures
- 7.3 To be responsible for own professional development
- 7.4 To be aware of and adhere to the applicable rules, regulations and legislation procedures including the school's Equal Opportunities policy and code of conduct (including Health and Safety, Data Protection) and undertake risk assessments as appropriate
- 7.5 To be courteous to colleagues, pupils, parents, visitors and telephone callers and provide a welcoming environment
- 7.6 To undertake duties on a rotational basis, before the school day, at break and lunchtimes and at the end of the school day
- 7.7 To attend meetings punctually

### Specific Responsibilities

The Special School Assistant will facilitate and support the teaching and learning of pupils across the school and be expected

- 8.1 To establish a professional, supportive and appropriate relationship with pupils
- 8.2 To provide cover for staff absence as required
- 8.3 To support school and class routines
- 8.4 To encourage communication through the use of verbal and visual clues, signs and symbols
- 8.5 To motivate and encourage pupils in their learning
- 8.6 To meet pupil's physical, social and emotional needs whilst encouraging independence
- 8.7 To ensure pupils are able to use the equipment and materials provided
- 8.8 To support pupils individual learning style in line with their targets
- 8.9 To work with individual pupils or groups
- 8.10 To prepare, deliver and clear away resources for a group of children, used in activities
- 8.11 To provide regular feedback about pupils to staff and parents
- 8.12 To assist in the wider aspects of school life e.g. educational visits and sports days
- 8.13 To liaise and consult with all members of staff
- 8.14 To be aware of the school's child protection procedure and report any concerns as appropriate

Any further specific responsibilities will be confirmed to individual post holders upon an appointment being made.

### Notes

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually as part of the performance management process and it may be subject to modification or amendment at any time after consultation with the post holder.

The post holder 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.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties of the post.