



School Name: Acklam Grange School
Post Title: Cover Supervisor
Responsible to: Headteacher

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

To supervise whole school classes during the short-term absence of a class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures.

When not required to supervise a class as above, to support in identified subject faculties or wider school services in either working with groups of students, individuals, or developing resources.

MAIN TASKS AND RESPONSIBILITIES OF THE POST:

- During the short-term absence of the classroom teacher, to supervise students undertaking work which has been set in accordance with the Acklam Grange Way.
- To manage student behaviour and deal promptly with conflict and incidents in line with the Acklam Grange Way.
- Communicate work to the students, as set by the teacher, responding to any queries about the work set.
- To monitor and evaluate students' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
- Oversee the distribution of textbooks and other curriculum materials as directed by teaching staff.
- To undertake activities as directed, with whole classes, individuals or small groups of students.
- As appropriate, to use ICT effectively to support learning activities.
- To be responsible for the organisation, classroom maintenance, setting out and clearing equipment as required.
- Provide examination invigilation cover as required.
- Take part in the duty rota as directed by senior staff, in particular before school, break time and period 6.
- To undertake planned supervision of students' out of hours learning activities and supervise students on visits/trips as required.
- Assist with the display of student work, in classrooms and around the school in general.
- Assist with the provision of whole school administration services including, for example, photocopying, filing and word processing.

- To promote and implement the school's equal opportunities policies in all aspects of employment and service delivery.
- Carrying out other duties in relation to the post, which may be required from time to time by the Headteacher or his representative, commensurate with the grade of the post.

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school/trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.