

# The John Fisher School

## COVER COORDINATOR & SUPERVISOR

### Job Description

<b>Responsible to:</b>	<b>Assistant Headteacher</b>
<b>Salary scale:</b>	<b>S5</b>
<b>Point range:</b>	<b>11 - 15</b>
<b>Hours:</b>	<b>36 hours per week, term time only</b>

### General Information

#### Purpose of Job

- The Cover Coordinator & Supervisor will be required to organise and help supervise whole classes during the short-term absence of teachers
- The Cover Coordinator & Supervisor will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task
- The Cover Coordinator & Supervisor will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work'

#### Specific Duties

##### Support for Students

- Supervise students engaged in learning activities
- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Keep students on task and respond to general queries

##### Support for Teachers

- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc

##### Support for the Curriculum

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required
- Attend and participate in regular meetings
- Respect confidentiality at all times
- To carry out any such comparable duties as may be required by the school

### **General**

Where there are occasions when no lessons need supervision the cover supervisor will be required to assist in the general running of the school. This may include:

- Support for school administration
- Supervision of the school's inclusion room
- Supporting teachers in lessons
- Student mentoring and intervention work
- To carry out other tasks as appropriate

### **Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with changes to the procedures on managing student data records, and attend training to support improvements in efficiency and effectiveness of data management.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available e.g. courses on the use of the School's current data system and those that investigate new initiatives for use of data, e.g. Pupil Tracking Systems
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Post Holder

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher