



## **JOB DESCRIPTION**

POST: Cover Supervisor Plus

GRADE: NJC 12-17

HOURS: 37 hours per week, term time only + 2 training days

RESPONSIBLE TO: Business Manager

RESPONSIBLE FOR: Students, Resources

### **PURPOSE:**

1. Supervision of whole classes during the short-term absence of teachers with agreed learning activities in place.
2. Assist the Assistant Headteacher leading Attendance to promote good attendance of students at school.
3. Complement the professional work of the pastoral teams by undertaking specific tasks delegated to support the well-being and development of students within the school.
4. Assist the School Data Manager in providing an effective and compliant examinations process relating to public and internal examinations.
5. Assist the Administration Team by undertaking specific tasks to support the smooth running of the function.

### **CLASSROOM BASED DUTIES**

- Provide classroom supervision in the short term absence of a teacher
- Communicate the work set by the teacher to the students
- Communicate feedback from the covered lesson to the teacher
- Establish and maintain an appropriate learning environment in line with school policies and procedures
- Responsible for keeping and updating records in line with school policies and procedures
- Provide feedback to students in relation to progress and achievement
- Use specialist (curricular/learning) skills/training/experience to support students
- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
- Support the delivery of literacy/numeracy programmes on a 1:1 or small group basis effectively utilising all alternative learning opportunities to support extended development
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Administer and assess routine tests and accurately record achievement/progress

### **ATTENDANCE**

Support the Assistant Headteacher leading Attendance, year teams and Education Welfare Service by –

- Liaising with relevant staff and agencies in relation to individual student's non-attendance at school
- Assisting in the promotion of good attendance for a designated cohort
- Attending attendance improvement meetings
- Visiting students' homes to ascertain the reasons for non-attendance at school
- Contacting parents/carers to ascertain reasons for non-attendance at school



- Encouraging regular attendance in all discussions with students and parents/carers
- Maintaining records of contact with students and their families using an agreed format
- Being aware of the legislative framework that affects non-attendance at college
- Being aware of 'at risk' and vulnerable groups of students, e.g. looked after children

### **PASTORAL SUPPORT**

Support the year team by assisting in –

- Duties before school, at lunchtime and at the end of school
- Ensuring student records are kept effectively
- Organising Parents' Evenings and other events
- Contacting parents as required
- Recording and reporting in relation to behaviour management plans
- Consistently applying praise and sanctions in line with agreed policies and procedures
- Reintegrating students from Internal Exclusion and Remove
- Form time and assembly routines
- Transition processes for new students
- Undertaking observations of students for assessment of needs and behaviours
- Planning, implementation, assessing, recording and reporting in relation to personal care and independence programmes
- Administering of routine and emergency medication
- Carrying out of therapy and medical programmes that have been designed and monitored by therapy and medical staff
- Providing 1:1 support for students in either a care/special needs capacity as and when required
- Entering data into the school's designated Management Information System

### **EXAMINATIONS**

Support the Data, Assessment and Examinations Manager by assisting in –

- Planning and timetabling of internal and external examinations
- Ensuring papers and resources are delivered in a timely manner to the correct venues
- Ensuring arrangements for special considerations are adequately planned for and in place on the day of the examination
- Inputting examination entries and data
- Booking of examination invigilators
- Invigilating examinations, maintaining the rules set by the external examination boards and in-house regulators

### **ADMINISTRATION**

Support the Administration Team by assisting in –

- Administering daily cover through the agreed Management Information Software
- Planning cover for collapsed timetables and events
- General administration and clerical tasks to supplement the work of the Administration Team

### **GENERAL DUTIES**

- Establish good working relationships with students, acting as a role model and setting high expectations in line with the Cowleian values.
- Provide consistent support to all students, responding appropriately to individual student needs
- Promote inclusion and acceptance of all students



- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging students to take responsibility for their own behaviour in line with established school policy
- Encourage students to interact with others and engage in activities
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedures
- Accompany students on school visits, taking responsibility for small groups
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Drive the school's minibus to transport students
- Assist with the display of students' work
- Be aware of and comply with school policies and procedures relating to child protection, pupil behaviour and discipline, health and safety and security, confidentiality and data protection
- Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan  
Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish and improve own practice through practice through observation, evaluation and discussion and use to support others
- Assist in the supervision, training and development of classroom support staff
- Assist with the planning of opportunities for students to learn in out-of-school contexts, according to school policies and procedures and within working hours
- Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues in other schools
- Assist in the organisation, monitoring and delivery of training to students and other adults on placement

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.

To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.

To comply with the School's Equality Policy and to ensure that it is implemented within the service area of the post.

To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

The post is subject to Enhanced Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was



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prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Prepared: May 2017