



HALL GREEN SCHOOL
JOB DESCRIPTION
POST: COVER SUPERVISOR

Post Title	Cover Supervisor
Purpose	To cover lessons for absent staff. To maximise the achievement of all pupils in your charge. To be responsible for those children's safety and welfare.
Reporting to	Assistant Headteacher
Core tasks and responsibilities (from Teachers' Standards 2012)	
Set high expectations which inspire, motivate and challenge pupils	<ul style="list-style-type: none"> • Establish a safe and stimulating environment for pupils, rooted in mutual respect. • Support goals that stretch and challenge pupils of all backgrounds, abilities and dispositions. • Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
Promote good progress and outcomes by pupils	<ul style="list-style-type: none"> • Supervising work that has been set in accordance with school policies. • Managing the behaviour of pupils whilst they undertake this work, ensuring a constructive classroom environment. • Responding to questions and requests for help from pupils. • Collecting completed work and returning it to the appropriate number of staff. • Reporting back on progress to Departmental and Pastoral Teams as necessary. • Encourage pupils to take a responsible and conscientious attitude to their own work and study.
Adapt teaching to respond to the strengths and needs of all pupils	<ul style="list-style-type: none"> • Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these. • Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development. • Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive approaches to engage and support them.
Manage behaviour effectively to ensure a good and safe learning environment	<ul style="list-style-type: none"> • Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy. • Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly. • Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them. • Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
Fulfil wider professional responsibilities	<ul style="list-style-type: none"> • Make a positive contribution to the wider life and ethos of the school. • Develop effective professional relationships with colleagues,

	<p>knowing how and when to draw on advice and specialist support.</p> <ul style="list-style-type: none"> • In periods when cover may not be required, cover supervisors will undertake other tasks such as examination invigilation, administrative tasks and general support.
Personal and professional conduct	<ul style="list-style-type: none"> • A cover supervisor is expected to demonstrate consistently high standards of personal and professional conduct. Supervisors must maintain high standards of ethics and behaviour, within and outside school.
Generic responsibilities of all Hall Green School Staff	<ul style="list-style-type: none"> • To work consistently to uphold the school's mission statement. • To follow all school policies. • To work in a cooperative and polite manner with staff and all other Stakeholders. • To work with students in a courteous, positive, caring and responsible manner at all times. • To follow child protection measures and in so doing ensure that pupil safety and wellbeing is never compromised. • To take an active part in the school's commitment to the development of staff and the appraisal procedure. • To work with visitors to school in a way that upholds the school's reputation. • To seek to improve the quality of the service the school provides. • To present oneself in a professional way that is consistent with the values and expectations of the school. • To carry out, in good grace, any other duty deemed reasonable by the Headteacher.
<p>The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.</p> <p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	