



BENTON PARK SCHOOL

'Creating a climate for great learning, success and opportunity'

Job Description Cover Supervisor

Pay Grade:	C1
Allowances:	TTO + 5 Days
Responsible to:	Assistant Headteacher – Teaching and Learning
Review Date	November 2022

The post:

To supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task and making progress with their learning.

Cover Supervisors will need to respond to questions and generally assist students to undertake set activities.

Marking and assessment activities are normally restricted those where answers are predetermined.

The role of a Cover Supervisor:

- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all students within the classroom.
- To support students consistently whilst recognising and responding to their individual needs.
- To encourage students to interact and work co-operatively with others and engage all students in activities.
- To promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To provide feedback to students in relation to progress and achievement.
- To monitor and evaluate student responses to learning activities.
- To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.



BENTON PARK SCHOOL

'Creating a climate for great learning, success and opportunity'

- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- To undertake marking of students' work that has predetermined answers and involves no element of professional judgement or assessment. Accurately recording of achievement/progress.
- To 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.
- To liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with or as directed by the teacher.
- To administer and assess routine tests which have predetermined answers and involve no element of professional judgement or assessment. Invigilate exams/tests.
- To implement agreed learning activities/programmes, adjusting activities according to student response/needs.
- To implement local and national learning strategies - literacy numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.
- To help students to access learning activities through specialist support.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of students.



BENTON PARK SCHOOL

'Creating a climate for great learning, success and opportunity'

- To carry out administrative duties to support the operation of the school as required.
- To carry out other pastoral duties or small group learning activities as required
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To attend and participate in regular meetings, training and other learning activities as required.
- To supervise students on visits, trips and out of school hours learning activities as required which fall within the remit and hours of the post.

Additional Duties

- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- The post holder may be required from time to time to undertake lunch or break time duties as requested by SLT.
- The post holder may be required from time to time to assist with the invigilation and/or administration of internal and/or external assessments.
- Support and promote the schools policies on Diversity and Equality of Opportunity
- To be aware of and comply with policies and procedures relating to child protection and safeguarding ensuring all concerns are reported appropriately in a timely manner
- To be aware of and comply with policies and procedures relating to data protection and the security and confidentiality of data ensuring all concerns are reported appropriately in a timely manner
- Undertake any other duties commensurate with the grade of the post holder

Other Key Areas of Responsibility

- Support and promote the schools policies on Diversity and Equality of Opportunity.
- To be aware of and comply with policies and procedures relating to Child protection and Safeguarding ensuring all concerns are reported appropriately in a timely manner.
- To be aware of and comply with policies and procedures relating to data protection and the security and confidentiality of data ensuring all concerns are reported appropriately in a timely manner.



BENTON PARK SCHOOL

'Creating a climate for great learning, success and opportunity'

- Post Holder will make themselves familiar with the requirements of the Health and Safety Policy, which are relevant to their work and ensure that they lead their department in Health and Safety requirements to ensure compliance at all times.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the School's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the postholder.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

The School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.