

<b>School Name:</b>	<b>Acklam Grange School</b>
<b>Post Title:</b>	<b>Cover Supervisor</b>
<b>Responsible to:</b>	<b>Executive Headteacher Headteacher Director of Corporate Services</b>

#### **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.

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