MARDEN HIGH SCHOOL

Job Outline

Post	**Cover Supervisor**
Grade	**7 (Term time + 5)**
Responsible to	**Headteacher or designated member of staff**

Main Duties of the Post

To work under the instruction of the headteacher or designated member of staff, usually in the classroom. To supervise the learning of whole classes during the short-term absence of the class teacher as they undertake the work set to invigilate tests and examinations, assist teachers and to accompany staff and pupils on educational visits.

Support for Child:

- Explain work to pupils that has to be undertaken
- Answering pupils' queries about processes and procedures relating to the lesson and the work set
- Registering and recording pupils' attendance in lessons
- Maintaining high standards of behaviour and safety

Support for Teacher:

- Supervising the work of whole classes set by their class/subject teacher In accordance with school policy
- Collecting completed work after the lesson and returning it to the appropriate teacher

Support for Curriculum:

- Managing the behaviour of pupils to ensure a constructive learning environment
- Assisting with other activities relating to the supervision of pupils, eg general supervision during break periods and with the support and delivery of learning eg personal assistance to teachers, supporting teachers in the classroom

Support for School:

- Dealing with any immediate problems or emergencies according to school policies
- Reporting back, as appropriate, using the school's agreed referral procedures, about the behaviour of pupils during the class and any issues arising, to the class teacher and/or other senior staff about the behaviour and conduct of pupils in class
- Be prepared to undergo first aid training and training for dispensation of medicines to enable you to carry out both functions if required
- Support departments as appropriate and as directed with the creation and compilation of educational resources.

We expect all educators at Marden to:

- Be committed to raising standards and continuous improvement
- Relate well to our students
- Put student needs first
- Be self starters and aim for the best in what they do
- Have confidence and competence in the use of ICT
- Be team players
- Communicate well
- Be positive and co-operative, especially in times of change
- Review what they do regularly
- Be punctual

We will never lose sight of the over riding priority of putting the teaching and learning of students first.

The above is an illustrative list of main tasks and is not intended to be exhaustive nor exclusive. Duties may be added or removed as part of the regular staffing review process.