Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

JOB DESCRIPTION

Cover Supervisor

General duties and teaching responsibilities	• Adhere to and demonstrate good or outstanding performance against the national Teachers' Standards • Maintain an up-to-date knowledge of key curriculum areas linked to the role • Ensure teaching and learning meets all relevant statutory requirements, including those set by the DfE, Ofsted, examination bodies and other external organisations • Take responsibility for pupil attainment and progress in curriculum subjects taught at Glebe, in line with agreed targets • Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations • Follow class teachers' lesson plans and deliver lessons as required • Plan and prepare lessons when necessary to deliver a broad and balanced curriculum • Consult Heads of Department or senior staff when guidance or advice is required, particularly when covering unplanned or long-term absence • Provide feedback to the class teacher following cover lessons, including pupil behaviour and the suitability of work provided • Deliver creative, engaging and purposeful lessons that inspire pupils and support their learning • Identify and adopt effective teaching approaches for pupils with a wide range of needs • Organise and manage groups or individual pupils, adapting teaching to reflect different abilities and learning needs • Support all pupils to achieve their potential through appropriate strategies, resources and scaffolding that promote confidence, independence and personal development • Promote equality, celebrate diversity and ensure all pupils have equal opportunities to learn and develop • Plan opportunities to develop pupils' social, moral, emotional and cultural understanding • Ensure the effective deployment and use of support staff during lessons • Create and maintain a safe, positive, caring, supportive, purposeful and stimulating classroom environment conducive to effective learning • Ensure lessons begin and end punctually and that pupils are appropriately supervised at all times • Establish and maintain positive professional relationships with pupils, colleagues and other professionals • Ensure any sanctions are applied in accordance with school policy

	• Communicate and consult with parents and carers regarding pupils' academic, social and emotional development when covering long term absence • Attend parent/carer meetings as required • Participate in staff meetings and contribute to departmental discussions
Strategic responsibilities	• Be aware of and comply with school policies and procedures including safeguarding, health and safety, security and data protection, reporting concerns to the appropriate person • Report pastoral and safeguarding concerns to line management and the Designated Safeguarding Lead (DSL), recording information accurately on CPOMS • Maintain appropriate confidentiality regarding sensitive information relating to pupils, families, staff and the school • Work collaboratively as a positive and effective member of the school team • Contribute to school improvement priorities and targets for raising pupil achievement • Demonstrate high standards of professionalism and act as a positive role model to others • Actively promote the school's vision, values and ethos, contributing positively to school life, whole-school development and the wider school community • Demonstrate flexibility in supporting classroom teaching and learning when required • Participate in staff training and development, including statutory safeguarding training • Supervise pupils on educational visits, trips and out-of-school activities as required
Other specific duties	• Play a full part in school life, supporting the school's aims and ethos and contributing to whole-school and wider community development • Engage actively in the school's Performance Management Review process • Reflect on professional practice and continually seek opportunities for improvement • Demonstrate suitability to work with children • Undertake break duties during the school week • Understand and comply with data protection regulations • Maintain excellent standards of attendance and punctuality • Adhere to the school's Staff Code of Conduct and dress code • Undertake any other reasonable duties requested by the Headteacher