



## Aspire & Achieve Together

Holcombe, Maidstone Road, Chatham, Kent, ME4 6JB | [www.holcombegrammar.org.uk](http://www.holcombegrammar.org.uk)  
**Tel:** 01634 830 083 | **Fax:** 01634 826 230 | **Email:** [office@holcombegrammar.org.uk](mailto:office@holcombegrammar.org.uk)

**JOB TITLE:** Cover Supervisor

**REPORTS TO:** Cover Manager

**SUPERVISES:** N/A

**GRADE:** C

### **JOB PURPOSE:**

The post holder will deliver the lesson plans of absent teaching staff

The post holder will help raise standards of progress and achievement for all pupils.

The post holder will enable pupils' access to learning by supervising and assisting pupils (one to one and in small groups) across a wide range of activities and supported learning activities.

The post holder will help pupils to become more independent

The post holder will promote the development of the physical and mental well-being of pupils as directed by a teacher.

The post holder will work to build relationships with the students on the DSEN register to help them overcome barriers to learning and supporting them to maximise their learning potential.

The post holder will implement the advice and programmes of work as directed by the Cover Manager, provided by other professionals, such as speech therapists, Educational Psychologists, occupational and language specialists and paediatricians, as and when required.

### **KEY ACCOUNTABILITIES**

To actively promote the Trusts Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

Maintain awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc, the Trust and School's Health and Safety Policy and all locally agreed safe methods of work.

To work with colleagues to achieve the school's development plan objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

### **PRINCIPAL RESPONSIBILITIES/DUTIES**

- Supervise classes for absent staff, delivering their lesson plans
- Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans, learning outcomes.
- Provide unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.



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- Supervise individual or small groups of pupils undertaking teacher-led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils' learning.
- Assist pupil achievement by monitoring learning against learning outcomes, informing the teacher and or SENCO of progress/problems so that adjustments can be made accordingly.
- Assist pupils to develop their independence through undertaking tasks.
- Support the use of IT as a tool to enable learning.
- Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds
- Administer and mark routine tests with clearly defined predetermined answers as part of a planned intervention strategy.
- Assist with special activities in the school within school hours (e.g. sports days, plays, concerts, open days) accompany on school visits, projects.
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils
- Provide a link and liaison between school, home and external agencies and other providers to ensure there is consistency in the response to pupils' needs.
- Where appropriate, act as reader and/or amanuensis to students in examination and written assessments.
- Keep and access written records regarding student support and progress.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Support the development, implementation and evaluation of Individual Education Plans for students focusing on delivering priority learning targets for students.
- Assist students to make a successful transfer between educational establishments and transition at key stages in their learning
- Cover lessons for absent teachers in emergency situations
- Report student and school issues in line with the School's policies and procedures.
- Attend meetings and training sessions as required.
- Be involved in extra curricular activities.
- To undertake other duties as may be reasonably required by the Head of School or the Executive Principal.



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The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

### **Generic Duties relevant to all members of staff**

#### **1.1 The Trust**

The ethos of the Trust is included within the strapline “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

You will primarily be based at Holcombe Grammar School. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

#### **1.2 Teaching and Learning**

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

#### **1.3 ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### **1.4 Health and Safety**

Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### **1.5 Safeguarding**

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted



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by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

#### **1.6 Data Protection**

**The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.**

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Head of School/Executive Principal. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.