



Job Description and Department  
Information

## **Classroom Cover Supervisor**



## **Job Description – Classroom Cover Supervisor**

Reports to: SENDCO

The majority of time will be spent covering lessons for absent teachers as indicated below:

1. Supervising students in class in the absence of a teacher in accordance with the school policy.
2. Assisting in preparing the learning environment and materials used therein.
3. Managing student behaviour to ensure a constructive working environment.
4. Responding to students about the work that has been set.
5. Collecting any work completed after the lesson and returning it to an agreed person / place.
6. Leaving the room in good order at the end of the lesson.
7. Supervising entry and departure of students in accordance with the school policy.
8. Recording and reporting attendance at lessons in accordance with the school policy.
9. Assisting in exam invigilation under the supervision of the examinations officer.
10. Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issues arising.
11. Dealing with any immediate safeguarding emergencies according to the schools' policies and procedures.
12. Supervision students arriving and leaving the school site.
13. Supervising student at lunch time on a duty rota.

When there is no cover the time will be spent supporting pupils in lessons, either with individual pupils or small groups in or out of the classroom, or supporting Departments with displays and administration.



## Department Information – Learning Support

### The Teaching Area

Learning Support is situated in the very centre of school and has a PC room with Interactive Whiteboard, 2 small offices and 3 intervention rooms along with the SENDCOs office. It is open all day; before school, break times and lunch times and during lesson times. There is a kitchen and disabled access toilet. We are regularly used for small group and 1-1 intervention. It is a safe haven for the more vulnerable students at school.

### The Curriculum

Below are some of the things Learning Support offers:

- One-to-one intervention for reading and spelling.
- Some students may come out to complete small group work during lesson time with a TA or CCS
- Students who are struggling in lessons may come to Learning Support for extra support, either academically or socially.
- Tea and Toast runs every morning to provide students who may not receive a substantial breakfast with tea and toast.
- Break times and lunch times are staffed by the Learning Support Department so that students have a safe place to go and can meet friends.
- In class support is provided by TAs and CCSs where they can assist the teacher with ensuring students make progress in lessons.
- Aim Award lessons are taught by a TA at KS4.
- Access Arrangements are provided for students who need additional support.