



BEVERLEY GRAMMAR SCHOOL JOB PROFILE COVER SUPERVISOR

Main Purpose of the Job

Working in partnership with the teacher:

- To instruct pupils in relation to the work left by the subject teacher
- To ensure pupils are provided with the necessary resources to facilitate learning
- To register and record pupil attendance in lessons
- To answer pupils' queries in relation to the instructions left by the subject teacher
- To liaise with the Head of Department in relation to the work set by subject teachers as appropriate
- To supervise the class for the duration of the lesson
- To ensure classes enter and leave classrooms in an orderly manner
- To ensure the classroom is left tidy and ready for the next lesson after dismissing the class
- To mark work as appropriate
- To report to the appropriate member of staff (normally the Assistant Headteacher or Head of Department)
- To assist in establishing good order within the school, including undertaking duties as necessary
- To deal with, record and report incidents of inappropriate behaviour, in accordance with the school's behaviour policy and procedures
- Supporting and supervising after school study support activities
- To work with support staff allocated to the teaching area
- Work to agreed school policies and procedures

Supporting inclusion:

To facilitate participation and learning, helping to build confidence and self esteem, so that all pupils, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers

To take responsibility for producing packs of work (in collaboration with Heads of departments) for pupils who are excluded from school

To arrange work from departments for pupils in isolation

Supporting the school by:

- Assisting with lunch break time supervision of pupils on a rota basis
- Helping with educational visits and outings
- Attending staff meetings, teacher training days and training courses as appropriate
- Undertaking any other duties that may be reasonably regarded as being commensurate with the grade and general purpose of the post

