



COVER
SUPERVISORS
MATTER

Education
MATTERS GROUP



EDUCATION MATTERS GROUP
INVESTING IN YOUR FUTURE



CONTENTS PAGE & INTRODUCTION

WELCOME TO THE COVER SUPERVISOR ROLE. MAYBE YOU'VE BEEN WORKING AS A TEACHER ASSISTANT FOR A WHILE OR HAVE NEWLY TRANSITIONED INTO EDUCATION. ALL OF A SUDDEN YOU ARE ABOUT TO BE GIVEN A CLASS ALL BY YOURSELF.

THIS BOOKLET AIMS TO GIVE YOU SOME PRACTICAL TIPS ON THE FOLLOWING:

- BEHAVIOUR MANAGEMENT
- SAFEGUARDING
- HOW TO FACILITATE A LESSON
- A BASIC LESSON STRUCTURE
- SOME COMMON TIPS THAT WILL HELP YOU
- SOME ICEBREAKER AND EARLY FINISHING ACTIVITIES

BEHAVIOUR MANAGEMENT TIPS FOR COVER SUPERVISORS

Okay now - you've been given the class under your guidance. And the things that race through your mind on the first time is "What happens if the kids run riot?" and "How do I keep control?"

Here are some practical tips to help you keep control and stay positive:

Number one rule is to keep to the positives. Be assertive, not aggressive. Be proactive in looking for the positive behaviours!

Use the non-verbals as much as possible to start off with. By simply waiting, moving next to the disruptive student and changing the body language you are able to show that you are waiting for a behaviour to stop.

Establish early what you expect and what you are looking for. Make this clear to students quickly - be as positive as you can, such as saying how you are looking forward to the lesson.

Make sure you are aware of the Behaviour Management Policy. Know who your go to person is and make contact with the other staff well before a behaviour is out of control. By introducing yourself, often they will highlight ones to watch.

Develop an assertive yet collaborative classroom. Model the behaviour you are looking for and reward this when you see it. Meet students at the door and get to know names as well. It will help you with this.

*For more tips and hints - see our resources section on our website
www.educationmattersgroup.co.uk/teachers-support-staff*



**EDUCATION MATTERS GROUP
INVESTING IN YOUR FUTURE**

SAFEGUARDING FOR COVER SUPERVISORS

Safeguarding is a huge issue in UK schools. It is important that you are aware of the Safeguarding Policy of the School and know who the Designated Safeguard Lead is. Here are some vital tips:

Know who the Designated Safeguard Lead is in the school. All safeguarding concerns need to be directed to the DSL.

Know the Safeguarding Policy - what needs to be reported.

If you are unsure with what safeguarding is - we have a free online course that will explain this in more detail.

Safeguarding includes making sure that children are protected and providing an environment where students and educators are safe.

This includes reporting any indicators of abuse or neglect, as well as maintaining safe working environments, both the physical setting and psychological setting.



HOW TO FACILITATE A LESSON

Each lesson you are given should have a lesson plan and the resources ready. It would be a good idea to check before the lesson where possible the resources are ready to go for the lesson.

For each lesson you should be expected to facilitate the lesson, meaning you would follow a lesson plan and most probably revise a concept already taught with students. On most occasions you would not be teaching a brand new topic.

Facilitating would look like:

- Managing the behaviour of the class
- answering any questions students may have on their work
- checking that each student is making adequate effort and progress within the lesson

Introduction of the lesson - hand out resources and explain the objective of lesson. Explain what stage students need to demonstrate by the end of the lesson. Also explain the behaviour expectations.

Body of the lesson - the two areas that need to be maintained are students working on task and that the behaviour is positive and focused on work. Maintain this with lots of positives.

End of the lesson - maximising transition points and packing away effectively will make sure behaviour is managed properly. Getting a couple of students to collect material, whilst the rest of the class packs away. Make sure you leave the area tidier than it was before. Hint- give yourself enough time.

For more tips and hints - see our resources section on our website
www.educationmattersgroup.co.uk/teachers-support-staff

LESSON STRUCTURE

Here are the key tasks covering a basic lesson from Introduction, Body to Conclusion

Introduction - Handout resources; establish lesson aims/ objectives and establish behaviour expectations. You may also get some students to share what they know about a particular topic, such as a demonstration.

Body - two things to be maintained are behaviour and students are on task. Do this by clarifying where they are up to in the work and to explain to you or a partner.

Conclusion - main areas here are the resources packed away orderly and the classroom is left tidy. If time permits, recap the lesson and the objectives - ask students to explain their understanding of questions or the concept focused on for the lesson.

SOME COMMON TIPS

Stay with the positives

First impressions count - show enthusiasm and control

Give short instructions - limit them to no more than 2 at a time

Be firm but fair - you don't need to raise your voice

Don't be afraid to stop the movement in the class if it is getting out of control - be direct and precise with instructions



Keep on the move and try to maximise your view of all students at all times - generally keeping to the outside of the class is a good idea

Make sure you make contact with staff around you - they will often prewarn you about certain students

SOME ICEBREAKER OR EARLY FINISHER TASKS

Quick quiz- 5 quick questions recapping the lesson

Students explain and teach what they've learnt to another student

Students create their own quiz questions

A to Z - using the letters of the alphabet explain a concept using sentences starting with each letter

Students create instructions to explain the process

topic word - choose a related word for them to use each letter as an acrostic to explain what they learnt

For more tips and hints - see our resources section on our website
www.educationmattersgroup.co.uk/teachers-support-staff

EDUCATION MATTERS GROUP
INVESTING IN YOUR FUTURE



Cover Supervisors Matters

Easier than it sounds...

Moving into education can be a daunting step, but also a very rewarding one. We are able to help you with preparing you and helping you on an ongoing basis with Cover work.

There are additional resources on:

- Behaviour Management techniques
 - Safeguarding
 - Tips for a supply day

We also offer:

- CPD sessions on topics such as Behaviour Management
- online CPD training courses on Safeguarding



Education Matters Group

9 Belgrave Rd, Victoria, London, SW1V 1QB

www.educationmattersgroup.co.uk

0203 031 3550

Skype Address: Education Matters Group

Social media links:

<https://www.facebook.com/EducationMattersGroup/>

https://twitter.com/EMG_Consultants

<https://www.linkedin.com/company/10420187/>