

Job Description Cover Supervisor



Reports to: Deputy Head Teacher

Responsible for: Supervising whole classes during short-term absence of teachers

Main Purpose: To provide learning activities for classes under the professional direction and supervision of the class teacher. Will need to ensure good behaviour of the pupils and make sure the pupils engage in the learning activity. The cover supervisor will be required to respond to pupils general questions and give feedback to the teacher on broad issues such as behaviour but will not be expected to undertake detailed planning, preparation, delivery or assessment of pupils progress and/or development.

Main Activities – Teaching and Learning

- To deliver learning activities to pupils.
- To supervise pupils whilst engaged in learning activities.
- To ensure that, as best as is possible, learning objectives set by the teacher are achieved.
- To respond appropriately to questions raised by pupils.
- To ensure inclusion and acceptance of all pupils in the class in order to promote equal opportunities.
- To collect any completed work to pass on to the teacher.
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on conduct of the lessons.
- To deal with immediate problems and emergencies in accordance with the school's policies.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professional, in liaison with the appropriate school staff, to support achievement and progress of pupils.
- Attend and participate in meetings as directed.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff
- Supervise pupils on visits, trips and out of school activities as required.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

Person Specification for Cover Supervisor

Experience:

- Experience working with children of relevant age
- Full working knowledge of relevant policies/codes of practice and general awareness of relevant legislation.
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- Working knowledge of national curriculum and other relevant learning programmes.
- Understanding of principles of child development and learning processes and in particular, barriers to learning.
- Ability to plan, with support, effective action for pupils at risk of underachieving.

Qualifications or Training:

- NVQ Level 3 or equivalent qualification or experience
- Good numeracy/literacy skills

Practical Skills:

- Necessary skills to manage classroom activities and the physical learning spaces safely
- Have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations
- An ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving
- Organise and keep effective records
- Ability to raise self-esteem in children
- Excellent communication skills, both verbal and written.
- Good interpersonal skills with children and adults
- The ability to critically evaluate own performance
- Flexible with effective time management skills
- Willingness to utilise the possibilities of ICT in the development of the post

Personal Qualities & Attributes:

- Ability to relate well to children and adults
- Calm and patient with children
- Ability to work within a team
- Enthusiastic and flexible
- Ability to smile when things don't quite according to plan

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the school Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy' book) and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Note: The job description is not intended to be an exhaustive list of duties and may be subject to amendment at any time in the light of developing school needs and within the terms of your conditions of employment but only to an extent consistent with those conditions of employment as the needs of the school may require and only after consultation with you. This job description will be reviewed annually or sooner as part of the Performance Management cycle. The Local Education Authority's grievance procedure applies in relation to any serious dispute arising in connection with this job description and any amendment.

Signed: _____ Post Holder

Date: _____

Signed: _____ Headteacher

Date: _____