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# JOB DESCRIPTION

# Job Title: Cover Supervisor

# School: Priory School

# Grade: [Single Status 4/5](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Assistant Headteacher

# Responsible for:

# Purpose of the Role:

In the absence of the class teacher, to work as a cover supervisor in the school or department under the supervisory arrangements established by the school.

# Key tasks:

1. Undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher
2. Develop curricular knowledge as required by the school
3. Apply the school’s behaviour management policy and report any difficulties to the class teacher/head teacher
4. Set homework previously prepared by the teacher
5. Mark elements of class work and homework under the guidance of the class teacher
6. Undertake observations of the pupils and contribute to pupil records
7. Administer (and mark) class tests.
8. Assume full responsibility for the organisation of class/department trips and outings including booking venues, coaches etc., liaising with parents and collecting money from pupils/parents
9. Attend school/department meetings to contribute to the discussions about individual pupils
10. Attend Parents’ Evenings, as required, to contribute to the discussions about individual pupil’s progress
11. Provide consistent and effective support in line with the requirements and responsibilities of your role
12. Take part in training activities offered by the school and county to further knowledge
13. Abide by and work towards all the policies within the school e.g. behaviour management, Health & Safety, Equal Opportunities
14. Carry out the above duties in accordance with the Children’s Services Department’s Equal Opportunities Policy.

# Progression to SS5 is dependent on the following additional tasks being required;

1. Supervise the work of the Teaching Assistant

# PERSON SPECIFICATION

# Essential education and qualifications

* QCF level 2 in Maths and English

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher
* Ability to consistently and effectively implement agreed behaviour management strategies
* Ability to use language and other communication skills that pupils can understand and relate to
* Able to converse at ease with customer and provide advice in accurate spoken English
* Ability to establish positive relationships with pupils and empathise with their needs
* Ability to demonstrate active listening skills
* Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs, encouraging the pupils to stay on task
* Ability to monitor the pupils’ response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
* Ability to carry out and report on systematic observations of pupils’ knowledge, understanding and skill
* Ability to assist in the recording of lessons and assessment as required by the teacher
* Ability to offer constructive feedback to pupils to reinforce self-esteem
* Ability to work effectively and supportively as a member of the school team
* Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities
* Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
* Knowledge of SEN Code of Practice
* Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils
* Experience of supporting children in a classroom environment
* Experience of using Information Technology to support pupils in the classroom
* Experience of common ICT applications such as Microsoft Office or equivalent
* Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
* Willingness to maintain confidentiality on all school matters

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* NVQ Level 3 for Teaching Assistants or equivalent

**Document version control:**

Date created/amended: September 2023

Name of person created/amended document:

Job Evaluation Reference:

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | Yes |
| Food handling | No |
| Exposure to blood /body fluids | Yes |