

Role	Grade	Reports to
Curriculum Support/Cover Supervisor	Grade 5	Curriculum Leader/Office Manager

Main purpose of the job:

- To complement the professional work of teachers by taking responsibility for delivering agreed learning activities to whole classes of students to cover for short term absences of staff. This will involve planning, preparing and delivering learning programmes to whole classes ensuring that the educational provision for students is not detrimentally affected by staff absence. You will also be responsible for assessing the progress of students in lessons and recording assessments on the appropriate school systems
- To be responsible for supporting the management and development of a specialist area in school or across a department, and or leading and deploying teaching assistants in addressing the needs of students who require help to overcome barriers to learning
- To work in collaboration with teaching colleagues to co-ordinate and plan schemes of work to be used by teaching assistants undertaking specified teaching work
- Contribute to Senior Management Team or Departmental Management Team
- Line management, supervision of support staff, including implementation of performance management procedures.

Key relationships:

The post holder will report to the Teacher / Senior Teaching Assistant. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.

Main accountabilities:

To take responsibility for groups or classes of students in the short-term absence of their usual teacher. In this context, the Cover Supervisor will be responsible for:

- Supervising work that has been set in accordance with school policy
- Liaising with teaching staff regarding work set for a class
- Managing the behaviour of students to ensure a constructive environment whilst undertaking work
- Responding to any questions from students about process and procedure
- Dealing with any immediate problems or emergencies in accordance with the school's policies and procedures
- Collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader
- Reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising
- Student registration of a class
- In a controlled environment, to supervise students who have been isolated from their peers as a behaviour sanction
- To support the work of one or more curriculum areas
- To take part in whole school INSET activities to enhance job effectiveness

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- To accompany students on trips, visits and other educational activities
- To undertake a 'duty' as part of the school's duty system (including break and lunch)
- Support the work of classroom teachers when not deployed directly covering a class
- Support and contribute to the development of resources
- Support and contribute to the creation and maintenance of classroom displays
- Invigilate internal and/or external examinations
- To act as a First Aider, for which training will be provided and an extra allowance payable upon qualification
- To support other areas of the school when demand for cover is low
- Provide effective feedback to students in relation to progress and achievement

This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <https://prospere.org.uk/about-us/vision-values>.
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate.
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy.
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations.
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues.
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations.
- Demonstrate a commitment to continuous professional development and support the Performance Management process.
- Attend Trust and school events as required and make a positive contribution during such events.
- Attend regular meetings before and after Trust hours, including morning briefings.
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification	Essential / Desirable	Assessment stage
Qualifications		
Good numeracy and literacy skills (at a level equivalent to NVQ Level 2)	Essential	Application, Interview
Knowledge and Experience		
Experience of working with or caring for children of a relevant age	Essential	Application, Interview
Ability to relate well to children and adults	Essential	Application, Interview
Ability to work as part of a team	Essential	Application, Interview
An understanding of the role of the Teaching Assistant and other professionals working in the classroom	Essential	Application, Interview
Understanding of national/foundation stage curriculum and other basic learning programmes/strategies	Essential	Application, Interview
Basic understanding of child development and learning	Essential	Application
Willingness to undertake minor first aid training as appropriate	Essential	Application, Interview
Behaviours and Values		
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Application, Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Application, Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Application, Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Application, Interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application, Interview

Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.

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