



Job Description and Person Specification

Post Held: Cover Supervisor

Salary: Bucks Pay Range 3 (£23,152 - £25,043) pro rata.

Contract type: Permanent

Reporting to: Assistant Headteacher, Deputy Headteacher & Headteacher

Principal Role:

- Under the initial direction of the class teacher, following agreed lesson plans, deliver teaching to support the learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising over problems.
- Prepare, develop, maintain and deploy appropriate learning aids, materials and equipment, including ICT, to assist in teaching.
- Contribute to the planning of teaching and learning for the whole class and/or individual pupils on a short, medium and long-term basis. Contribute to the planning of lessons and work programmes, the devising of activities and target setting.
- Contribute to the monitoring, recording and assessment of pupil progress through observation and questioning, against pupil targets (and SEND Support Plans where relevant) keeping detailed records of individual's progress. Assist teachers in the evaluation and revision of lessons and work programmes for individuals and groups of pupils.
- Provide feedback to pupils both verbally and through written comments / marking in books. Provide feedback that improves learning and follows the school's marking policy.
- Contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and any related policies and procedures.
- Invigilate tests and examinations as directed. Supervise whole groups in particular curriculum activities and the class for agreed periods.
- Develop and maintain supportive relationships with parents, carers and others of the pupil's community.
- Follow the school behaviour policy consistently. Set high expectations of behaviour and manage behaviour in the class.
- Work collaboratively with other agencies and professionals, as necessary, to meet the personal and educational needs of individual pupils.
- Contribute to the care, health and welfare of pupils in accordance with the school's health and safety and related policies.
- Contribute to the order and cleanliness of the classroom environment.

Person Specification

Essential Criteria

- Substantial experience of working in an educational setting.
- Some experience of working with people with a range of special needs.
- The ability to contribute constructively to and work effectively as a member of a team.

- Some experience working with parents/carers and the child's community within an agreed framework of policies and procedures. Our School Values are Respect, Responsibility, Perseverance, Collaboration, Honesty and Inclusion
- The ability to communicate effectively at a range of levels, e.g. with children, parents, other professionals, etc.
- The ability to keep accurate records and use these to inform judgements.
- The ability to support learning in English in Key Stage 2.
- The ability to support learning in Maths in Key Stage 2.
- The ability to use information technology skills in word processing, the use of databases and spreadsheets to support record keeping and children's learning.
- The ability to form appropriate relationships with young people.
- Having the emotional resilience in working with challenging behaviours.
- Having strong behaviour management and the ability to manage behaviour in a class
- The ability to demonstrate appropriate motivation to work with young people.
- Having the appropriate attitudes to use of authority and maintaining discipline.
- The ability to recognise and act upon common forms of discrimination.
- Having an understanding and knowledge of how pupils learn
- Having an understanding of the curriculum requirements of Key Stage 2.
- Having some knowledge of policies and procedures in areas such as child protection and behaviour management.
- Being able to commit to relevant job training.

Notes:

This job description may be amended at any time in consultation with the postholder.