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Cover Supervisor

Job Description & Person Specification

November 2021

### Responsible to: Head of School

### Review Date: November 2023

## Role Overview

To cover classes for teaching staff by delivering pre-prepared lessons to a high standard, to ensure that student’s learning, development, and progress is maintained, and to lead enrichment and support groups for identified students.

## Key Accountabilities

* To deliver pre-prepared lessons to a high standard, liaising with teachers and leaders with regard to work set for the class.
* To ensure that student’s learning, development, and progress is maintained, by motivating students to complete their tasks and progress their learning in order to meet overall targets and perform as independent learners.
* To provide mentoring support for small groups of identified students with the aim of boosting achievement.
* To cover designated duties before and after school and during break times, including the supervision of detentions as required, and the invigilation of tests.
* To collect completed work and mark as appropriate accordingly to the school’s marking policy.
* To support the work of class teachers and leaders when not directly covering a class.
* To manage and deal with any immediate problems or emergencies in line with school policies and procedures, ensuring the health, safety, and welfare of students at all times.
* To report any behaviour issues arising using the school’s agreed referral procedures.

And such other duties as are within the scope of the spirit of the job purpose, the title of the post and it grading.

**Person Specification**

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| --- | --- | --- |
| **Education & Qualifications** | Essential | Desirable |
| GCSE grades A-C in English and Numeracy or equivalent  | ✓ |  |
| NVQ level 2 in learning support or equivalent qualification/experience or be prepared to undertake this training. | ✓ |  |
| Qualification or training in SEND completed/experience or be prepared to undertake this training.  |  | ✓ |
| **Experience & knowledge** |
| Recent and relevant experience working with children in the 4-11 age range | ✓ |  |
| Experience working with children with Special Educational Needs  |  | ✓ |
| Experience of designing and delivery specialist intervention strategies and plans. |  | ✓ |
| Experience of planning, designing, implementing and evaluating schemes of work. |  | ✓ |
| Understands key issues related to attainment and progress of different groups of students across key stages.  |  | ✓ |
| Understands and implements positive and effective behaviour strategies which improve whole class, and individual behaviour, creating a climate for learning. | ✓ |  |
| Experience of the current OFSTED framework and national progress measures. |  | ✓ |
| Knowledge and understanding of Safeguarding and Child Protection issues and procedures, including both statutory requirements and best practice. | ✓ |  |
| **Skills** |
| Ability to contribute to planning and delivery of lessons.  | ✓ |  |
| Ability to lead sessions and interventions for a small group of children.  | ✓ |  |
| To communicate information coherently and clearly with a range of people, as well as listen effectively | ✓ |  |
| Able to self-evaluate learning needs and seek appropriate learning opportunities. | ✓ |  |
| Be confident in the use of Microsoft Office programmes or similar software to improve learning outcomes.  | ✓ |  |
| **Attributes** |
| Committed to the Mowbray Education Trust values and aims | ✓ |  |
| Aware of and committed towards equal opportunities | ✓ |  |
| Committed to own continual professional development | ✓ |  |
| **Other** |
| Ability to travel to other Multi Academy Trust sites  | ✓ |  |
| Is fluent in the use of the English language | ✓ |  |

All roles are subject to full pre-employment safeguarding checks; including an Enhanced DBS with Barred List check.