

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Cover Supervisor</b>
<b>Grade:</b>	<b>Level 6, pt 13-20</b>
<b>Responsible to:</b>	<b>SLT, Phase Leaders</b>
<b>Liaison With:</b>	<b>Class Teacher, Support Staff, SLT</b>

### **KEY ROLE:**

The postholder will work across the school to provide cover for teachers when they are absent from school for a variety of reasons e.g. PPA time, Leadership and Management release time, CPD training, Sickness etc. The cover supervisor will deliver lessons that have been planned by themselves and / or teachers and report on development, progress and attainment.

At other times they will be allocated by their line manager to support children across the school working in classes, with small groups or individuals under the direction of the class teacher. The postholder will ensure the safety, welfare and conduct of pupils in accordance with school policy.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Supporting pupils**

- To work alongside teachers to support pupils in their learning and progress across all curriculum areas
- To lead classes and groups of children to ensure pupils needs are met and learning can take place.
- To assess the needs of pupils and use detailed knowledge and skills to support pupils' learning.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To support pupils consistently whilst recognising and responding to their individual needs.
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- To promote independence and employ strategies to recognise and reward achievement of self -reliance.
- To provide regular feedback to pupils and staff both verbally and in line with the school's Feedback & Marking policy (this includes the expectation to mark books after delivering teaching sessions)

#### **Individual Pupil Needs -**

- To monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- To work within an established behaviour policy to anticipate and manage behaviour consistently.

- To deliver learning activities to pupils, adjusting activities according to pupil responses/needs.
- To feedback to class teachers / SENCo / SLT on the progress of children, keeping computerised records and completing school paperwork accurately
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### **General**

- To participate in the performance management review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To maintain workplace confidentiality at all times
- To ensure that all school and Trust policies and procedures are followed
- To ensure that all duties and services provided are in accordance with the school's and Trust's Equal Opportunities Policy and practices
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and report to the DPL any concerns or requests
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Academy Committee and the Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

**Cover Supervisor  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• English and Maths GCSE grades A-C, or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• HLTA status</li> <li>• First aid</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a school setting in multiple year groups as an LSA / HLTA</li> <li>• Experience in delivering whole class lessons / activities in different key stages</li> <li>• Experience of marking pupils' work and giving written and verbal feedback in line with school policies</li> </ul>	<ul style="list-style-type: none"> <li>• Writing own lesson plans</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge and understanding of the National Curriculum</li> <li>• Ability to utilise a variety of strategies to engage children in learning</li> <li>• Ability to work flexibly</li> <li>• Knowledge and experience of using IT to deliver learning to pupils</li> <li>• Ability to follow plans accurately to deliver learning to pupils</li> <li>• Ability to lead and direct others for the benefit of the pupils</li> <li>• Understanding of the educational, welfare and social needs of children</li> <li>• Ability to build positive relationships with pupils in order to enhance their learning and development</li> <li>• Proven excellent written and oral communication skills, including IT skills</li> <li>• Provide a positive role model to all pupils</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Able to maintain confidentiality in all circumstances</li> <li>• Proactive approach to work; being responsive, empathetic and supportive to all within the school</li> <li>• Able to establish effective relationships with those working in and with the school</li> <li>• Understand the importance of and ensure the support of, the physical and emotional wellbeing of staff and pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Able to contribute new ideas and ways of working</li> </ul>