

Job Description and Person Specification Cover Supervisor

Role and Context	
Job Title	Cover Supervisor
Salary Grade	Scale E
Job Type	[32.5] hours per week Term time [plus 1 week]
Reports to	Academy Headteacher
Effective Date	[September 2022]
Job Purpose	<p>To supervise whole classes to cover short term absence of teachers and provide PPA cover (to allow teachers to carry out professional duties and training). Cover Supervisors will give instructions for the lesson, as provided by the teacher, and keep pupils on task while maintaining good order.</p> <p>To work under the direction of the class teacher to support the delivery of quality learning and teaching of pupils, including those with special educational needs.</p> <p>To undertake specified work with individual pupils, groups and whole classes under the direction of a qualified teacher.</p> <p>To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become independent learners.</p> <p>To undertake specific interventions to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.</p>
Other Information	<p>The post holder will need to be prepared to work across multiple classes, teaching areas and groups of pupils as required from time to time. This may include working at other Trust academies in Norfolk.</p> <p>The usual hours for a Cover Supervisor are 08:30 to 15:30, although this is subject to change and may vary across the Trust academies and school terms.</p>

Principal Accountabilities

Delivering Pupil Education

1. Provide short- term cover of classes – both in planned and unexpected non-timetabled situations
2. Provide support under the direction of teaching staff to assist pupils to access the curriculum and participate fully in school activities
3. Support pupils to understand instructions, support independent learning and inclusion of all pupils
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Work collaboratively with teachers, educational staff and other professional agencies to provide effective support for learning activities
6. Work with children and young people who have Special Educational Needs
7. Provide support to pupils who have communication difficulties, also where English is an additional language
8. Support the use of ICT in the curriculum
9. Support children's' learning through play and planned learning activities
10. Deliver pupil interventions under the guidance of the class teacher or other member of educational staff

Supporting Pupils Emotional and Behavioural Needs

11. Support pupils in developing and implementing their own personal and social development
12. Provide support for pupils with challenging behaviour, taking account of support plans and risk assessments
13. Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate

Classroom Support

14. Supervise pupils while they are engaged in learning activities and deal with immediate problems and emergencies
15. Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils
16. Support the class teacher in monitoring, assessing and recording pupil progress/activities
17. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements
18. Undertake pupil record keeping and maintenance of records as requested
19. Appreciate and support the role of other professionals
20. Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop
21. Assist in escorting and supervising pupils on educational visits and out of school activities under the direction of a teacher

General

22. Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality, health and safety and data protection, reporting all concerns to an appropriate person
23. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate in line with school policies and procedures
24. Show a duty of care to pupils and staff and take appropriate action to comply with health and safety and safeguarding requirements at all times
25. Maintain of a clean, safe and tidy learning environment
26. Contribute to the overall ethos, work and aims of the school and Trust
27. Maintain good relationships with colleagues and work together as a team
28. Attend morning briefings, staff meetings and parents' evenings as required
29. Undertake additional training as required
30. Undertake any other duties that are within the scope of the post as determined by the Academy Headteacher.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum of GCSE Grade C (or equivalent) in English and Mathematics • Level 3 qualification in Supporting Teaching and Learning or equivalent • Safeguarding awareness training 	<ul style="list-style-type: none"> • Safeguarding awareness training
Experience	<ul style="list-style-type: none"> • Previous experience of working with, volunteering with, or looking after children aged 0 to 11 • Previous experience of working or volunteering with children with SEND 	
Skills/Knowledge	<ul style="list-style-type: none"> • Good spoken and written English • Numeracy and literacy skills • Have the ability to relate well to children and adults, understanding their needs and being able to respond 	<ul style="list-style-type: none"> • Knowledge of SEND, e.g. ADHD, Autistic Spectrum, Speech and Language needs or similar



	<p>accordingly</p> <ul style="list-style-type: none">• Good influencing skills to encourage pupils to interact with others and be socially responsible• Ability to work under the direction of the class teacher but also to work independently and use initiative appropriately• Personal care skills including openness to supporting dressing and toileting needs• Ability to maintain confidentiality in all school matters• Ability to encourage and enable others to develop their full potential• Open-mindedness and patience• A friendly, helpful, caring and flexible approach	
General Information		
<p>All work performed/duties undertaken must be carried out in accordance with the Trust's policies and procedures, within legislation, and with regard to the needs of our stakeholders and the community we serve.</p> <p>Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the role, as requested by management.</p> <p>This job description is subject to regular review.</p>		