

Job Description



Post Title	Cover Supervisor
Grade	Grade 6
Location	Kelvin Hall School
Reporting to	Assistant SENCO, SENCO and Assistant Headteacher

Purpose of Role

To complement the professional work of teachers by providing cover and supervision for classes of pupils in the absence of the teacher, providing learning activities under an agreed system of supervision, supported by direction from teaching staff/SENCO/Leadership Team in line with school policies and guidance.

This will involve:

- Mainly responsibility for providing cover and supervision for classes of pupils in the absence of the teacher, including the delivery of planned lessons and learning activities to support the progress of pupils.
- Monitoring pupils; assessing, recording and reporting on pupils' achievement, progress and development.
- Additionally you may be asked, where appropriate to act as a tutor, in particular, supporting Literacy and Numeracy development activities for the specific group.
- Should no cover be required, there will be other agreed duties to support the school which may involve supporting pupils primarily with SEN, preparing and delivering learning activities to individuals or groups of SEN

Key Responsibilities

1. To promote the inclusion and acceptance of all pupils within the classroom.
2. Promote and safeguard the welfare of children and young persons.
3. Promote a school culture that takes account of the richness and diversity within all areas of the school community.
4. To establish productive working relationships with pupils, acting as a role model and setting high expectations in the learning environment.
5. To cover lessons in the absence of a teaching member of staff for short term absences, delivering pre- planned work in accordance with the teachers instructions.
6. To support departments, teachers, SENCO and the Senior Leadership Team to contribute towards the development and delivery of classroom learning activities.
7. To support all pupils and classes consistently whilst recognising and responding to their individual needs, delivering classroom learning activities.
8. To work with teachers where appropriate, evaluating and adjusting work plans as appropriate including accurate feedback on work where appropriate.
9. Administer and assess routine tests, exams where appropriate.
10. Support planned supervision of pupils around the school site.
11. Supervise pupils on school visits where appropriate.
12. Assist with the supervision of pupil needs and events outside the classroom as required.
13. To encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
14. To promote independence and employ strategies to recognise and reward achievement of self-reliance in our pupils.

15. To act as a tutor where appropriate, setting, maintaining and upholding school standards of punctuality, behaviour, uniform and other relevant areas, applying all school policies consistently.
16. To ensure tutor time is well organised where appropriate, enabling constructive activities to take place including; group discussion and positive group interactions; Literacy programme; Numeracy programme and monitor pupils' progress across all subjects.
17. Supervise all pupils in the classroom, ensuring that work set is completed.
18. Register and record pupil attendance in lessons.
19. Answer pupil queries in regard to learning activities in the classroom.
20. To assist with the supervision of pupils out of lesson times, including before, after school, and at lunchtimes.
21. To support whole school behaviour policy to create a positive climate for learning
22. To support SEN students and their progress as and when required both in and outside the classroom.
23. To work flexibly in the interests of the school as required.
24. To participate in school support staff professional development and undertake staff development activities as appropriate, attending any relevant training and/or meetings.
25. To work in a professional manner with integrity, maintaining student and staff confidentiality.
26. Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
27. To comply with the school policies and codes of practice in relation to Health and Safety, Equality and Diversity.
28. Any other duties of a similar nature and level of responsibility as requested by the SENCO Senior Leadership Team or ExHeadteacher/Head of School.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	GCSE in English & Maths at Grade C/ 4 or above	✓		AF, QC
	A continued commitment to CPD	✓		AF, I, QC
	Qualified to Level 3 or Graduate in a relevant subject OR significant school experience		✓	AF, I, QC
	Child Protection Qualification Level 1 or commitment to acquire qualification within the 1st Year	✓		AF, I
Relevant	Working with young people both in small and Larger groups.		✓	AF, I, R

Experience	Working with whole school classes		✓	
	Delivering learning activities for school whole classes		/	
	Delivering learning activities for individuals/groups of specific pupils with additional learning needs.	/		
	Working in a school environment or similar.		✓	
Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF, I
	The ability to work independently and use their initiative	✓		AF, I
	Awareness of the importance of confidentiality	✓		AF, I
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I, R
	An understanding of school curriculum, age related expectations of learners.		✓	AF, I, R
	Knowledge of the key factors affecting the way young people learn.		✓	AF, I, R
	Knowledge of how to raise attainment, achievement and aspirations		✓	AF, I, R
	The post holder should have basic knowledge of ICT and its applications including how e-learning can support the curriculum and achievement	✓		AF, I
	Knowledge of relevant policies and awareness of relevant Legislation e.g. Child Protection	✓		AF, I
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Good communication skills	✓		AF, I
Written Skills	The post holder should have a good standard of literacy and numeracy.	✓		AF, R, I
Personal Qualities	Have respect for the school's ethos and the ability to project a positive, professional image for the school.	✓		I
	Ability to reach logical conclusions and make high quality reasoned decisions based upon available information	✓		AF, I

	Resilience, ability to deal with a large volume of work and heavy demands on one's time	✓		AF, I
	The ability to think and plan strategically	✓		AF, I
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)