



Job Description and Particulars of Appointment

Details of Post

- Title: **Cover Supervisor**
- School/ Federation/Academy/Trust: **TrustEd CSAT Alliance**
- Main Workplace: **Oldbury Wells School**
- Contract: **Permanent. Term Time Only (43.60 weeks)**
- Salary: **Grade 6, SCP 7 - 11**
- Hours: **27.5 hours per week**
- Start date: **September 2023**

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.

Purpose of Post

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour, and assisting pupils in relevant activities in line with the school's policies and procedures.

Principal Duties and Responsibilities

Support for Pupils

- Supervise work that has been set by teaching staff
- Use specialist skills, training, and experience to support pupils
- Establish and maintain productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Assist with the development and implementation of Individual Education Plans
- Support pupils consistently whilst recognising and responding to their individual needs
- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

- Collect any completed work after the lesson and return it to the appropriate teacher
- Manage pupil behaviour to ensure a constructive environment
- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested

- Promote positive values, attitudes, and good behaviour, dealing promptly with conflict and incidents in line with established the established policies
- Deal with any immediate problems or emergencies according to the school's policies and procedures

Support for the curriculum

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Facilitate and support the role of other professionals
- Assist with the supervision of pupils out of lesson times as required, including before and after school and at lunchtimes.
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Review and Signatures

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

	Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard level of education • 5 GCSEs or equivalent, including English and Maths • First Aid Qualification • NVQ Level 3 for Teaching Assistants or equivalent, or willingness to undertake this qualification 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
Work or relevant experience	<ul style="list-style-type: none"> • 2 – 3 years' experience of working to support children's learning • Experience of working in an educational setting or other relevant environment 	<p>✓</p>	<p>✓</p>
Knowledge and Understanding	<ul style="list-style-type: none"> • Very good numeracy and literacy skills • Full working knowledge of relevant codes of practice/policies • Understanding of principles of child development and learning processes • Working knowledge of national curriculum and other relevant learning programmes and strategies 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> • Willingness to participate in training and development opportunities • Very good ICT skills and ability to use IT to support learning • Ability to use other equipment/technology – video, photocopier etc 	<p>✓</p> <p>✓</p> <p>✓</p>	
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication skills • Ability to relate well to children and adults • Ability to work well as part of a team Flexibility and reliability • Ability to maintain confidentiality • Ability to work with a diverse range of people 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Special Conditions	<ul style="list-style-type: none"> • Willingness to undertake a Criminal Records Bureau check 	<p>✓</p>	