



Richmond Avenue Primary & Nursery School

Job Description

POST TITLE: Cover Supervisor

RESPONSIBLE TO: SLT/Headteacher

JOB SUMMARY

The role of the Cover Supervisor is to work across the school to provide cover for teachers when they are absent from school for a variety of reasons e.g. Leadership and Management release time, CPD training, Sickness etc or to cover regular PPA sessions. At other times you will be allocated by your line manager to support children across the school working in classes, with small groups or individuals under the direction of the class teacher / phase leader.

PURPOSE OF THE JOB

The role of the Cover Supervisor is:

- To provide and deliver learning activities to whole classes of pupils when the class teacher is not present. The Cover Supervisor will deliver lessons that have been planned by the class teacher and report on development, progress and attainment.
- To work independently with whole classes of pupils from Reception to Year 6.
- To work as part of the school community to support Teaching and Learning across the school.

SUPPORT FOR PUPILS

- 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 feedback to pupils in relation to progress and achievement through effective marking.

SUPPORT FOR THE TEACHER

- To organise and manage appropriate learning environments and resources.
- 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.

SUPPORT FOR THE CURRICULUM

- To deliver learning activities to pupils, adjusting activities according to pupil responses/needs.
- To use ICT effectively to support learning activities.

SUPPORT FOR THE SCHOOL

- To follow school policies and procedures.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos and aims of the school.
- To attend INSET and other relevant training opportunities.

The duties may be varied to meet changed circumstances in a manner compatible with the post held and is reviewed annually to reflect the changing role.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their duties set out above. The post requires an enhanced disclosure by the DBS and other pre-employment checks.

Name of member of staff: _____ Signed: _____

Name of senior leader undertaking review of job description: _____

Signed senior leader: _____ Position: _____

Date: _____

Person Specification for Cover Supervisor

	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> • Good grades in English, Maths and Science (GCSE A to C or equivalent) 	√	
<ul style="list-style-type: none"> • Teaching Assistant qualification – NVQ Level2 or above 	√	
<ul style="list-style-type: none"> • Grade C or above in GCSE Science or equivalent 		√
<ul style="list-style-type: none"> • Additional training related to teaching / supporting children in schools 		√
Experience		
<ul style="list-style-type: none"> • Working with Key Stage Two pupils 		√
<ul style="list-style-type: none"> • Working with Key Stage One/Foundation stage 		√
<ul style="list-style-type: none"> • Working with individual/small groups of pupils 	√	
<ul style="list-style-type: none"> • Working with / supporting pupils with additional Needs 	√	
Knowledge and skills		
<ul style="list-style-type: none"> • High level of IT competence 	√	
<ul style="list-style-type: none"> • Ability to build good working relationships with children 	√	
<ul style="list-style-type: none"> • Ability to work with groups of pupils independently 	√	
<ul style="list-style-type: none"> • Understanding of basic safeguarding and child protection procedures 	√	
Personal qualities		
<ul style="list-style-type: none"> • Ability to communicate effectively, orally and in writing with parents, pupils and staff 	√	
<ul style="list-style-type: none"> • High expectations of self and others 	√	
<ul style="list-style-type: none"> • Commitment to firm and fair discipline 	√	
<ul style="list-style-type: none"> • Willing team player 	√	
<ul style="list-style-type: none"> • Adaptable to changing circumstances and new ideas 	√	
<ul style="list-style-type: none"> • Confident, resilient, articulate, caring, trustworthy, reliable 	√	