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## Ridgeway Infant School Cover Supervisor Job Description

**Post:** Cover Supervisor (Maternity Cover)

**Grade:** Grade G, Points 21–25, £33,143 to £36,363 FTE (actual salary pro rata)

**Responsible to:** Headteacher

**Working Pattern:** 37 hours per week, Monday to Friday

**Contract Type:** Fixed-term maternity cover. Start date: June/July (TBC)

### **Main purpose of role is to:**

To provide high-quality classroom supervision and support across Ridgeway Infant School during teacher absence, ensuring continuity of learning and maintaining a positive, safe and engaging learning environment for all pupils.

The successful candidate will work closely with the Headteacher and teaching staff to support the smooth day-to-day operation of the school and uphold the school's values and expectations.

### **Duties and responsibilities**

#### **Classroom Supervision**

- Supervise whole classes during the short-term absence of teachers.
- Deliver pre-planned lessons and learning activities in line with teachers' instructions.
- Manage pupil behaviour positively and in accordance with the school's behaviour policy.
- Ensure pupils remain engaged in learning and complete work set.

#### **Pupil Support**

- Support pupils' learning, development and wellbeing across the school.
- Encourage independence, confidence and positive attitudes to learning.
- Promote inclusion and support the needs of all pupils, including those with additional needs where appropriate.

#### **Curriculum Support**

- Assist teaching staff with the preparation of classroom resources and activities.
- Support assessment activities and provide feedback to teachers regarding pupil participation and progress.
- Contribute to maintaining stimulating and organised learning environments.

#### **Safeguarding and Welfare**

- Safeguard and promote the welfare of children at all times.
- Follow all school safeguarding, health and safety and child protection procedures.
- Support pupils during playtimes, transitions and other parts of the school day as required.



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## **Professional Responsibilities**

- Work collaboratively with teachers, support staff and senior leaders.
- Attend relevant meetings and training as required.
- Uphold the ethos, policies and values of Ridgeway Infant School.
- Maintain confidentiality and professionalism at all times.

## **Notes**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The School Business Manager reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



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## Person Specification

This person specification lists the competencies expected of an experienced/fully-trained Cover Supervisor.

Factors	Essential criteria	Desirable criteria
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>GCSE Grade C/Grade 4 in English and Maths or equivalent.</li> <li>Achieved the Professional Standards for Higher Level Teaching Assistants.</li> </ul>	<ul style="list-style-type: none"> <li>Current First Aid Qualification.</li> </ul>
<b>Skills, knowledge and aptitudes</b>	<p>To have a secure understanding of:</p> <ul style="list-style-type: none"> <li>EYFS and KS1 curriculum</li> <li>Assessment for EYFS and Key Stage One.</li> <li>KSIE 2023 and all statutory documents for safeguarding in schools and completed thorough safeguarding training with in the last 12 months.</li> <li>Secure understanding of the SEND Code of Practice.</li> <li>Know how a love of reading improves a child's life chances and the associated research.</li> <li>Understand and adapt teaching for the needs of children with SEND.</li> <li>A relational approach to behaviour and relationship building.</li> <li>The ability to challenge and engage children in their learning.</li> <li>Have high levels of expectations of all learners.</li> <li>Good written and oral communication skills in English.</li> <li>To have the ability to work unsupervised and to use initiative where required.</li> <li>Ability to form and maintain appropriate relationships with all parents, staff, children and other stakeholders.</li> <li>To effectively apply to schools relational behaviour policy.</li> <li>To be able to respect confidential information.</li> <li>Excellent communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>Secure understanding of the SEND Code of Practice.</li> <li>Know how a love of reading improves a child's life chances and the associated research.</li> <li>To bring a hobby or interest into the school and engage children with this through extra-curricular activities.</li> </ul>
<b>Experience</b>	<p>In Key Stage 1 and EYFS:</p> <ul style="list-style-type: none"> <li>Experience of planning and leading whole class teaching.</li> <li>Experience of working with small groups and individuals</li> </ul>	<ul style="list-style-type: none"> <li>Experience delivering the Read Write Inc. programme.</li> <li>Experience of using intervention strategies and programmes.</li> </ul>



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	<ul style="list-style-type: none"><li>• Experience of teaching and planning for children with a range of SEND.</li></ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"><li>• Commitment and willingness to work collaboratively and supportively within the school team.</li><li>• Able to inspire confidence and respect amongst colleagues and the school community.</li><li>• Consistently reflects the highest levels of professionalism as a role model and demonstrates the school's aims and values at all times.</li><li>• Calm under pressure.</li><li>• Commitment to promoting the values and ethos of the school.</li></ul>	<ul style="list-style-type: none"><li>• Is committed to their own professional development.</li></ul>
<b>Special Requirements</b>		