

JOB DESCRIPTION



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| School: Southcote Primary School | Department/Division: Education & Community Services |
| Post Reference No: | Location: Southcote Primary School |
| Job Title: COVER SUPERVISOR LEVEL 3 | Grade/Salary Range: RG4m scp 11-22 Gauge Code: Q403 |

JOB PURPOSE

LEVEL 3 - Staff will supervise whole classes during the short-term absence of teachers or as planned PPA/NCT time. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities using the planning already created by teachers.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Working under the direction of the classroom teacher, team lead, Deputy Head, Head of School or Executive Head, this post will be performance managed by the Deputy Head.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS

- Act as Cover Supervisor
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- To be aware of the Equal Opportunities and Behaviour Policies of the school and apply them to promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil

- achievement, progress and other matters, ensuring the availability of appropriate evidence
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist 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 all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required including relevant INSET activities
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Supervise pupils on visits, trips and out of school activities as required
- Staff have a responsibility to Safeguard and promote the welfare of pupils and must demonstrate a commitment to inter-agency working
- Uphold the school's Confidentiality Policy

DUTIES BEYOND THE GATEWAY

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate

- Write clear, concise letters and accurate reports on pupils' progress
- Lead activities and develop them in response to the children's needs
- May be working towards or have a specialist qualification eg. NVQ3

SCOPE OF JOB (Budgetary/Resource control, Impact)

SPECIAL/OTHER REQUIREMENTS OR RESPONSIBILITIES OF THIS POST

What level of CRB check is required for this post? ~~NONE~~/STANDARD/ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? ~~YES~~/NO

Does the post require a Protection of Children Act (POCA) check? YES/~~NO~~

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? - Please specify

Is this post 'politically restricted'? ~~YES~~/NO

You have a duty to be aware of your financial responsibilities as outlined within the finance manual

What Level H&S Responsibilities are applicable to this post? LEVEL 1/~~LEVEL 2~~/~~LEVEL 3~~

Signed

Date

PERSON SPECIFICATION



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|-------------------------------------|--|
| School: Southcote Primary School | Department/Division: Education & Community |
| Job Title: COVER SUPERVISOR LEVEL 3 | Post Reference No: |

Qualifications/Education/Training:

Educated to a very good level in maths and English
Very good literacy and numeracy skills
NVQ 3 for Teaching Assistants or equivalent qualification or experience
Training in the relevant strategies e.g. literacy and intervention programmes

Experience

Experience working with children of relevant age
Experience implementing agreed work programmes with individuals/groups

Knowledge, Skills and Abilities

Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation

Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies

Understanding of principles of child development and learning processes

Good verbal and written communication skills using accurate written and spoken English

The ability to follow specific instructions from the class teacher or senior management team

Excellent use of ICT including Microsoft Office applications

Use of other equipment technology - video, photocopier, digital camera

Ability to self-evaluate learning needs and actively seek learning opportunities

Ability to evaluate and adjust lesson/work plans in conjunction with the class teacher

Ability to lead activities and develop them in response to the children's needs

Ability to relate well to children and adults, including parents, and develop positive working relationships

Ability to work constructively as part of a team, understanding classroom roles and

responsibilities and your own position within these

Ability to support the children's skills of independence, academic and social and emotional development

Understanding of the barriers to learning that a child with SEN may experience

Ability to work proactively and on own initiative where appropriate

You will be sympathetic towards and tolerant of the diverse needs of our children

Ability to maintain a professional demeanor in challenging situations

Good organisational skills

Awareness of the need for and ability to follow child safeguarding procedures as directed

Understand the importance of confidentiality

Flexible and reliable