



THORPEDENE PRIMARY SCHOOL

Thorpedene Primary School

Cover Supervisor

Job Description

Job Title:	Cover Supervisor
Grade:	Level 5 SCP 8-12
Responsible to:	SLT, Phase Leaders
Liaison With:	Class Teacher, Phase Leaders, SLT

KEY ROLE:

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. PPA time, Leadership and Management release time, CPD training, Sickness etc. At other times they will be allocated by their line manager to support children across the school working in classes, with small groups or individuals under the direction of the class teacher. The postholder will ensure the safety, welfare and conduct of pupils in accordance with school policy.

MAIN DUTIES AND RESPONSIBILITIES

• 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.

GENERAL

- To participate in the performance management review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To maintain workplace confidentiality at all times
- To ensure that all school and Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the school's and Trust's Equal Opportunities Policy and practices
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPL any concerns or requests
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Academy Committee and the Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Post Holder's Signature: **Date:**

Line Manager's Signature: **Date:**

Person Specification for Cover Supervisor

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Grade C or above in English and Maths GCSE or equivalent 	HLTA status First Aid Qualification
Experience	<ul style="list-style-type: none"> Experience as a learning support assistant in EYFS, KS1 and KS2 Experience in delivering whole class activities in EYFS, KS1 and KS2 	Experience as a cover supervisor or teaching HLTA in EYFS, KS1 and KS2
Knowledge and understanding	<ul style="list-style-type: none"> Knowledge of basic ICT to support learning Utilise a variety of strategies to engage children in learning Knowledge and understanding of the Primary Curriculum. An understanding of children's centred approach to learning and development. Knowledge and understanding of child protection and safeguarding procedures. 	
Skills	<ul style="list-style-type: none"> Excellent inter personal skills. Ability to prioritise and organise as necessary. Good ICT skills. Ability to relate to and communicate with children both in and outside the classroom. Provide a positive role model for children. Ability to communicate effectively, verbally and in writing. Ability to work effectively with parents and partners. Ability to model, promote and embed high standards of safe working practice. 	
Personal Characteristics	<ul style="list-style-type: none"> Approachable Committed Enthusiastic Reliable Able to motivate self and others Calm under pressure Well organised Demonstrated the ability to work in a team Commitment to equal opportunities 	