**JOB DESCRIPTION**

**FOR COVER SUPERVISION RESPONSIBILITIES (Level 3)**

**SCHOOL** Exminster Community Primary Scool

**LINE MANAGER** *Deputy Head Teacher*

**GRADE D**

**PURPOSE OF COVER SUPERVISION ROLE**

To work under the guidance of the teaching/senior staff and within an agreed system of supervision. To supervise whole classes during the short-term absence of teachers and to respond to questions and generally assist pupils in undertaking set activities when fulfilling this supervisory role.

**DUTIES**

Support the assigned teacher of the class by:

* Supervising whole classes during pre-planned learning activities, which have been set in accordance with the school policy i.e. will be relevant to the age group and point reached in the curriculum to assist with continuity
* Collecting finished work as necessary and returning it to the appropriate teacher
* Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
* Reporting, as appropriate, using the school’s agreed referral procedures on the behaviour or pupils during the class, and any issues arising

Supporting pupils by:

* Responding to pupils and providing general guidance or advice about process and procedures
* Establishing productive working relationships with pupils, acting as a role model and setting high expectations for behaviour
* Promoting the inclusion and acceptance of all pupils within the classroom
* Working consistently whilst recognising and responding to individual pupil needs
* Encouraging pupils to interact and work co-operatively with others
* Promoting independence and employing strategies to recognise and reward achievement of self-reliance

Support the curriculum by:

* Helping pupils to access pre-planned learning activities
* Ensuring that any pre-determined equipment and resources are available to pupils

Support the school by:

* Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
* Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
* Contributing to the overall ethos/work/aims of the school

**PERSON SPECIFICATION**

**FOR COVER SUPERVISION RESPONSIBILITIES**

Essential qualifications:

* Numeracy/literacy skills (at least equivalent to Level 2 of the National Qualifications Framework)
* NVQ 3 for Teaching Assistants or equivalent qualifications, skills or experience (Headteacher to determine and recommend to Governors by making reference to competencies required to achieve NVQ 3 for teaching assistants)

Essential Experience:

* Proven experience of working with children of relevant age in a learning environment

Essential Knowledge:

* Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
* Understanding of principles of child development and learning processes, and in particular, barriers to learning

Essential skills and abilities:

* Ability to relate well to children and adults
* Ability to demonstrate and promote good practice in line with the ethos of the school
* Ability to work constructively as part of a team, to understand classroom roles and responsibilities and own position within these.