



JOB DESCRIPTION

Cover Supervisor

REPORTS TO

Assistant Head Teacher

GRADE

5

JOB PURPOSE

- To cover PPA time in classes under the direction of the class teacher. This will include delivering lessons which have been planned by the class teacher and then marking / feeding back on children's learning at the end of the lesson.

MAIN RESPONSIBILITIES

Teaching and Learning

- To aid the children to learn as effectively as possible both in group situations and on his/her own by, for example; Clarifying and explaining instructions
- Ensuring the children are able to use equipment and materials provided
- Motivating and encouraging the children as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to children's needs
- Using praise, commentary and careful questioning to encourage children to concentrate and remain on task
- Providing additional nurture to individuals when requested by the class teacher, SENCo or Inclusion Leader
- Consistently and effectively implementing agreed behaviour management strategies
- Assisting in carrying out individual programmes of learning
- Helping to make appropriate resources to support the children
- To establish supportive relationships with all children concerned
- To monitor the children's responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the children's efforts and develop self-reliance and self-esteem.
- To mark and feedback on the children's learning under the direction of the class teacher
- To support the child in developing social skills both in and out of the classroom
- To support the use of ICT in learning activities and with specific programmes to support learning
- To provide regular feedback on the children's learning and behaviour to the teacher, SENCo or Inclusion Leader, including feedback on the effectiveness of the behaviour strategies adopted.
- Under the direction of the teacher, carry out and report on systematic observations of children to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development
- To contribute towards reviews of the child's progress as appropriate.
- To maintain the Confidentiality Policy of the school inside and outside the workplace

MANAGEMENT OF PEOPLE

No direct line management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees.

CREATIVITY AND INNOVATION

Required to be creative when assisting with planning of activities

CONTACTS AND RELATIONSHIPS

Direct contact with children and their parents/carers, other employees of the Trust. Liaise with other professionals under the supervision/guidance of the teacher.

DECISIONS

- a) **Discretion** - The postholder must act in accordance with Trust policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- b) **Consequences** – Any errors should be easily identified and rectified.

RESOURCES

Prepare and adapt learning resources for children as required.

WORK ENVIRONMENT

- a) **Work Demands** – Subjected to conflicting priorities due to curriculum and care needs.
- b) **Physical Demands** – Subjected to considerable physical demands due, for example, height of furniture.
- c) **Working Conditions** – School based and may be required to undertake reasonable duties of a personal
- d) nature.

Work Context – Potential risk to wellbeing through hygiene duties and possible aggression from pupils/parents/carers.

KNOWLEDGE AND SKILLS

Ideally, the postholder will have experience of working with children in a primary school setting. They should have the ability to communicate effectively with children and adults, be able to empathise with children & work as part of a team. The post holder will have GCSE or equivalent in Maths and English. In addition, they will be able to demonstrate a secure understanding of Maths and English which ensures a capability to teach it effectively.

GENERAL

Other Duties – The duties & responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties & responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

EQUAL OPPORTUNITIES

The postholder is required to carry out the duties in accordance with Tall Oaks Academy Trust Equal Opportunities Policies

HEALTH AND SAFETY / SAFEGUARDING

The postholder is required to carry out the duties in accordance with the Tall Oaks Academy Trust Health and Safety Policies and Procedures.

It is expected that the postholder will ensure they take part in all safeguarding training as required and that they follow all safeguarding policies and procedures as stated in all Tall Oaks documentation.

All Tall Oaks Academy Trust Staff have a responsibility to safeguard and promote the welfare of children and young people within Trust Academies.

PERFORMANCE STANDARDS FRAMEWORK COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	ESSENTIAL	DESIRABLE	ASSESSMENT A – Application Form I – Interview T – Test
EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS			
Educated to GCSE (minimum C Grade, or equivalent in English and Maths)	✓		Application
QTS or HLTA qualification		✓	Application
Willingness to participate in further continued professional development		✓	Application
EXPERIENCE			
Recent experience of working in a school	✓		Application
Experience of working as a teacher, teaching assistant or HLTA	✓		Application
Experience of a range of positive behaviour management strategies		✓	Interview
SKILLS AND KNOWLEDGE			
Able to communicate effectively with children, parents & staff	✓		Application
Confidence & ability to use initiative		✓	Interview
Ability to contribute to a range of structured and informal teaching and learning activities	✓		Application
GENERAL/PERSONAL QUALITIES AND CHARACTERISTICS			
Ability to work well with others	✓		Interview
A good health & attendance record	✓		Reference
Ability to efficiently manage time	✓		Interview
High expectations of all children	✓		Interview
Flexible and adaptable to working across different year groups.	✓		Interview
Communicate effectively, orally and in writing, with colleagues, parents, governors, external agencies and the wider community	✓		Interview
Developing and maintaining good relationships with colleagues	✓		Interview
Have a positive attitude, energy and commitment	✓		Interview
Form and maintain appropriate relationships and personal boundaries with colleagues, children and young people in line with the Tall Oaks Safeguarding and Child Protection Policy and the Staff Code of Conduct	✓		Interview
Able to work in a busy school environment	✓		Interview
Professionally discrete and respect confidentiality	✓		Interview