**JOB TITLE: Cover Supervisor**

**REPORTS TO: Assistant Headteacher**

# BAND: Scale 4

**JOB PURPOSE:**

* To supervise classes in the event of short-term absence of teachers
* To manage and supervise pupil behaviour,
* To contribute to the maintenance of effective school administration.

# KEY CORPORATE ACCOUNTABILITIES

* To actively promote the School’s Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc., the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
* To work with colleagues to achieve service plan objectives and targets
* To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

**PRINCIPAL ACCOUNTABILITIES**

* Undertake whole class supervision of work that has been set in accordance with the school policy.
* Support the Curriculum Plan and learning programmes designed by the teacher.
* Responding to any questions from pupils about process and procedures.
* Providing feedback to the classroom teacher on the pupil’s progress against lesson plans, conduct of the lesson. Keeping pupil related records.
* Dealing with any immediate problems or emergencies according to the school’s policies and procedures.
* Collecting any completed work after the lesson and returning it to the appropriate teacher.
* Attend meetings and training sessions as required.
* Provide additional support to teachers in classrooms, to carry out administrative tasks when not covering a class.
* Act as a role model, setting high expectations of conduct and behaviour.
* Report student and school issues in line with the School’s policies for health and safety, child protection, behaviour management etc.
* Be involved in extracurricular activities, e.g. open days, presentation evenings.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature: …………………………………… Date: ……………… Name in full ……………………. …….

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| **Qualifications & Experience** |  | Specific Qualifications and Experience | Successful experience working with children in a school environment  Educated to NVQ Level 4 in learning support,  equivalent qualification/experience |
| Knowledge of relevant policies and procedures | Basic knowledge of First Aid and understanding of the School |
| Literacy | At least English GSCE (A-C) level or equivalent |
| Numeracy | At least Maths GSCE (A-C) level or equivalent |
| Technology | Good working knowledge of ICT to support learning |
| **Communication** |  | Written | Ability to write detailed reports and letters |
| Verbal | Ability to use clear language to communicate information unambiguously  Ability to listen effectively |
| Languages | Overcome communication barriers with children and adults |
| Negotiating | Ability to negotiate effectively with adults and children |
| **Working with children** |  | Behaviour Management | Ability to demonstrate effective implementation of the school’s behaviour management policy and strategies, which contribute to a purposeful learning environment. |
| SEN | Ability to understand and support children with developmental difficulty or disability. |
| Curriculum | Detailed understanding of the school curriculum  Good working knowledge specialist curriculum areas such as numeracy and literacy |
| Child Development | Good understanding of the general aspect of child development  Ability to assess progress and performance and recommend strategies to support development  Motivate, inspire and have high expectations of pupils |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| **Working with others** |  | Working with partners | Understand the role of others working in and with the school  Understand the value and the role of the parents and carers in supporting children. |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with a range of adults |
| Information | Know when, how and with whom to share information  Ability to follow instructions accurately |
| **Responsibilities** |  | Organisational skills | Good organisational skills  Ability to remain calm under pressure |
| Line Management | Ability to manage and support the work of others |
| Time Management | Ability to manage own time effectively  Ability to adapt quickly and effectively to changing circumstances/situations |
| Creativity | Demonstrate creativity and an ability to resolve routine problems independently |
| **General** |  | Equalities | Awareness of and commitment to equality |
| Health & Safety | Good understanding of Health & Safety |
| Child Protection | Good understanding of and implementation of child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Demonstrate a clear commitment to develop and learn in the role |