

## **JOB DESCRIPTION**

**JOB TITLE:** Cover Supervisor

**RESPONSIBLE TO:** Cover Manager (SPA)

**GRADE:** LGS Scale 5, point 8

**PARTICULAR DUTIES:** To supervise whole classes during the short-term absence of teachers.

### **MAIN ACTIVITIES ATTRIBUTABLE TO PARTICULAR DUTIES:**

#### **SUPPORT FOR PUPILS**

- Supervise pupils engaged in learning activities
- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all pupils within the classroom
- Keep pupils on task and respond to general queries

#### **SUPPORT FOR TEACHERS**

- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher
- 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

#### **SUPPORT FOR THE CURRICULUM**

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

#### **SUPPORT FOR THE SCHOOL**

- Assist with entering details of absence and cover required on the SIMS Cover programme.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, 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
- Participate in training and other learning activities as required
- Attend relevant school meetings as required
- To respect confidentiality at all times

#### **GENERAL**

- To participate in the performance and development 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
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body 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.

### COVER SUPERVISOR - PERSON SPECIFICATION

Detail	(E = Essential, D= Desirable)
Specific qualifications & experience	Educated to degree level or working towards a degree = D NVQ Level 4 or equivalent in Learning Support = D Successful management experience = D Successful experience of a learning support role = D Successful experience of working with children = D
Literacy	GCSE Grade A to C or equivalent in English
Numeracy	GCSE Grade A to C or equivalent in Maths
Knowledge of relevant policies and procedures	Being aware of and working with the School's policies in relation to inclusion, safeguarding and physical contact with students
Technology	Good working knowledge of ICT to support learning and performance of own role
Written	Ability to write reports, letters etc
Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
Languages	Specialist language/communication skills if appropriate
Negotiating	Ability to negotiate effectively with adults and children
Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
SEN	Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting
Curriculum	Detailed understanding of the school curriculum Good working knowledge of specialist curriculum area(s), if appropriate
Child Development	Detailed understanding of child development Ability to assess progress and performance and recommend appropriate strategies to support development
Health & Well being	Good understanding and support the importance of physical and emotional wellbeing
Working with partners	Ability to make a proactive contribution to the work of the team Ability to work with parents and carers to improve support for children
Relationships	Ability to establish rapport and respectful and trusting relationships with children
Team work	Ability to work effectively with a range of adults and influence the attitudes and opinions of others, as required, gaining their agreement through persuasion to ideas, proposals and courses of action.
Information	Contribute to the development and implementation of effective systems to share and safeguard information
Organisational skills	Excellent organisational skills Ability to remain calm under pressure
Line Management	Ability to manage and support the work of others, as required and appropriate
Time Management	Ability to manage own time effectively Ability to ensure deadlines are met
Creativity	Demonstrate creativity and an ability to resolve problems independently
Equalities	Awareness of and promotion of equality
Health & Safety	Good understanding of Health & Safety
Safeguarding	Good understanding and effective implementation of safeguarding procedures
Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others