



JOB DESCRIPTION

Position:	Cover Supervisor
Grade:	H5-H6
Hours of work:	32.5 Hours per Week, Term Time only (8.20am-3.35pm Monday-Friday)
Reporting to:	Deputy Headteacher (Teaching & Learning)

Main purpose

To supervise classes in the absence of teaching staff, ensuring that work set is completed to a high standard, and behaviour is in line with our behaviour policy.

To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also to supervise individuals, small groups and whole classes during the short-term absence of teachers.

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Key duties and responsibilities

Typical duties and responsibilities associated with this role are outlined below. However, these may change at the discretion of the DHT T&L. It is therefore vital that the postholder demonstrates a willingness to be flexible and versatile within the role.

- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
- Understand and implement school child protection procedures and comply with legal responsibilities

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/plans
 - Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
 - To discuss cover work with teachers for planned absences
 - Liaison with appropriate staff regarding work set so that requirements are fully understood.
 - To provide pupils with clear information and instructions relating to work they are to complete.
 - To supervise work set by teaching staff.
 - With teachers, evaluate pupils' progress through a range of assessment activities
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- To manage the behaviour of pupils whilst they are undertaking set work to ensure pupils' safety and create an environment conducive to learning.
 - To respond to questions from pupils. To deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
 - To understand and adhere to the school's behaviour policy and to celebrate success.
 - To collect completed work after the lesson and pass it to the appropriate teacher when required.
 - To provide support as appropriate in the event of no teacher cover being required.
 - To demonstrate an active commitment to the safety and welfare of young people in the school's care.
 - Promote and support the inclusion of pupils, including those with specific needs, both in learning activities and within the classroom.
 - Provide support and assistance for pupils' pastoral needs.
 - Supervise pupils at times other than during lessons according to the school's duty arrangements.
 - Any other duties required by the class teacher or SLT which is in the scope of the post

Person Specification

Educational Qualifications

A good general education including qualifications in English and Maths (equivalent to GCSE Grade 5)	E
HLTA Status desirable	D

Employment Experience

Experience of working with children	E
Experience of working with pupils of all ages	D
Experience of working with pupils with SEND	E
Experience of working within a school/education setting	E
Experience of working as part of a team	E
Leading and managing other support staff	D
Training or expertise in a relevant curriculum or other learning area (e.g maths, literacy, outdoor learning)	D

Personal Qualities and Skills

Strong interpersonal skills	E
Ability to motivate, enthuse and inspire pupils	E
An interest in and understanding of differentiated approaches to learning	E
Ability to use ICT	E
Ability to communicate clearly, both orally and in writing	E
Ability to manage young people and their behaviour in a structured setting	E
Creative and enthusiastic	D
Co-operative, flexible and responsible	E
Reliable, well organised and committed to high standards	E
Patient and optimistic, with a good sense of humour	E
Experience in supervising groups of pupils and leading the delivery of sessions	E
Ability to prioritise workload and to use initiative	E
Ability to maintain confidentiality	E
Excellent punctuality and attendance record	E
Willingness to learn and develop	E
Commitment to work towards a HLTA Status (if not already in place)	E
Commitment to safeguarding of all pupils	E
Ability to plan effective activities for all pupils	E
Remain calm under pressure and be able to adapt or change quickly	E