
JOB DESCRIPTION

Cover Supervisor Delivering and Supporting Learning

GRADE: E Scp 16-22 (£14.66 - £16.26 per hour)

PURPOSE OF JOB

To compliment the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve planning, preparing and delivering learning activities for whole classes and monitoring pupils and assessing, recording and reporting of pupils achievement, progress and development

MAJOR RESPONSIBILITIES

To work under an agreed system of supervision/management to deliver learning by:

- Being actively involved in the whole planning cycle
- Delivering lessons to whole classes.
- Undertaking assessment and record keeping
- Undertaking cover supervision
- Providing specialist SEN, subject, or other support

DUTIES

Support the teacher by:

- Working with the teacher to establish an appropriate learning environment
- Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitoring and evaluating pupils responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Having responsibility for keeping and updating records as agreed with the teacher, contributing to the reviews of systems /records as requested
- Undertaking marking of pupils work and accurately recording achievement/progress
- 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

- Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participating in feedback sessions/meetings with parents either alongside the teacher or as directed
- Administering and assessing routine tests and invigilating exams/tests
- Providing general clerical/administrative support e.g. administering course work, producing worksheets for agreed activities etc.

Supporting pupils by:

- Using specialist curricular/learning skills/training/experience
- Assisting with the development and implementation of EHCP
- Establishing productive working relationships with pupils, acting as a role model and setting high expectations for behaviour and learning
- 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 and engaging all pupils in activities
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance
- Providing feedback to pupils in relation to progress and achievement

Support the curriculum by:

- Implementing agreed learning activities/teaching programmes, adjusting activities according to pupils responses/needs
- Implementing local and national learning strategies and making effective use of opportunities provided by other learning activities to support the development of relevant skills
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use
- Helping pupils to access learning activities through specialist support
- Determining the need for, preparation of, and maintenance of general and specialist equipment and resources

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
- Ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school and Trust.
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attending and participating in regular meetings
- Participating in training and other learning activities as required
- Recognising own strengths and areas of expertise and using these to advise and support others
- Providing appropriate guidance and general supervision to less experienced staff who may be undertaking duties/tasks as part of their personal development
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

PERSON SPECIFICATION

TITLE Cover Supervisor
Delivering and Supporting Learning

GRADE E scp 16 – 22

Attribute	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working in an educational environment or with young people. 	<ul style="list-style-type: none"> • Experience of supporting teaching staff in the development and education of pupils, including the provision of specialist skills and knowledge.
Practical Skills	<ul style="list-style-type: none"> • Ability to provide classroom cover in the absence of the class teacher. • Excellent interpersonal skills with the ability to interact effectively with children and colleagues. • Excellent literacy, numeracy and ICT skills. • Excellent administrative and organisational skills. • The ability to work within Trust and School policies, procedures and expectations. • The ability to prioritise workloads and to work to given deadlines. 	<ul style="list-style-type: none"> • A knowledge of the Early Years to Key Stage 2 National Curriculum. • Knowledge of different learning styles and learning needs. • Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs. • The ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution.
Communication	<ul style="list-style-type: none"> • Excellent communication skills. • Confidential verbal communicator with the skills to communicate with pupils of all ages and abilities in order to improve their learning and achievement. 	
Personal Qualities	<ul style="list-style-type: none"> • To be a good role model. 	

	<ul style="list-style-type: none"> • To follow school/trust expectations with regards to professional behaviours. • The ability to work collaboratively as a member of a team. • The ability to remain calm and to cope with unexpected situations. • Excellent attendance and time keeping record. • Reliable, honest and trustworthy. • Positive, Energetic, enthusiastic and committed. • Willingness to participate in further training and development opportunities. 	
Technology/IT Skills	<ul style="list-style-type: none"> • Excellent IT skills, with a working knowledge of Microsoft software packages. 	
Education and Training	<ul style="list-style-type: none"> • Minimum of Minimum of Grade C or above in English and Maths. 	<ul style="list-style-type: none"> • NVQ Level 3 Teaching Assistant or equivalent. • Further/Higher education qualifications.
Equal Opportunities	<ul style="list-style-type: none"> • All schools within The First Federation Trust and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties. 	
Physical	<ul style="list-style-type: none"> • Able to carry out the full range of duties attributable to the post. 	
Other relevant factors	<ul style="list-style-type: none"> • Commit and conform to Customer Service Standards. 	

All schools within The First Federation Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).