

Job Description

Post: Cover Supervisor
Responsible to: Class Teachers, SENDCo, SLT and Headteacher.

Core purpose:

To work with staff to support teaching, learning and behaviour across the school. The primary focus is to undertake specified work with individuals, groups and whole classes and support/upskill other TAs across the school. The role will provide excellent welfare support so all pupils feel safe, secure and happy at our school. It will also require supporting and being involved in the constant development of the school in all areas and aspects. It will be necessary to uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation.

Responsibilities

- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning and behaviour.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Teaching Assistants at this level are expected to undertake at least one of the following:
 - Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
 - Provide specialist support to pupils where English is not their first language.
 - Provide specialist support to able pupils.
 - Provide specialist support to all pupils in a particular learning area (e.g. ICT, English, Maths, National Curriculum subject).
 - Provide specialist support to other TAs to help provide support, CPD and upskill them as required.
- Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary.
- Whole class teaching (this may include PPA and subject release/cover as required) with a responsibility for delivering a subject/curriculum area across year groups.
- Assess, record and report on development, progress and attainment.
- Develop and implement Personalised Learning Plans for pupils (such as Provision Plans), including attendance at, and contribution to, reviews.

- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers.
- Provide cover supervision of classes.
- Supervise or manage the work and development of other classroom support staff.
- Liaise with external agencies on a regular basis.
- Provide pastoral care to pupils.
- Be responsible for pupils who are not working to the normal timetable.
- Promote good progress and outcomes for pupils
- Set high expectations which inspire, motivate and challenge pupils.
- Adapt support to respond to the strengths and needs of all pupils.
- Make accurate and productive use of assessment that is shared with colleagues as appropriate.
- Manage behaviour effectively to ensure a good and safe learning environment.
- Fulfil wider professional responsibilities.
- To ensure that school policies are reflected in daily practice.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Maintain confidentiality at all times.
- Understand the importance of sharing values.
- Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.

Person Specification

	Essential	Desirable
Right to work in the UK	✓	
Qualifications		
N/SVQ Level 3 in Teaching/Classroom Assistance	✓	
HLTA qualification		✓
English & Maths GCSE at grade C or above	✓	
Training/experience of RWInc		✓
Relevant medical qualifications/training, such as First Aid training or Paediatric training		✓
Experience		
Successful relevant experience of working with children across primary age range within a primary school	✓	
Planning with colleagues and being a good team member	✓	
Assessing children's achievements and progress in line with National expectations		✓
Experience of delivering whole class teaching	✓	
Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.		✓
Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.	✓	
Supporting pupils with a variety of SEND/behaviour needs.	✓	
Philosophies and behaviours		
Passionate about Primary education.	✓	
A positive approach, encouraging pride in all aspects of school life.	✓	
A commitment to learning about learning.	✓	
A commitment to developing independence and creativity.	✓	
Skills and abilities		
Ability to communicate with a variety of people.	✓	
Positive attitude to change.	✓	
Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.	✓	
Ability to work on own initiative and motivate others.	✓	
Ability to form caring and positive relationships with children and adults.	✓	
Must be flexible with effective time management skills.	✓	
Have a creative approach to problem solving and use this to inspire and motivate pupils.	✓	
Good organisational skills and ability to prioritise tasks, set tasks and monitor effectiveness.	✓	
Knowledge		
An understanding of how children learn.	✓	
Effective knowledge/use of ICT to support own professional activities and to advance pupil learning	✓	
Experience of assessment.		✓
Willingness to reflect on own performance.	✓	
Thorough knowledge and understanding of safeguarding children.	✓	
Understanding of the principles of child development and learning processes and in particular, barriers to learning.	✓	

Prior knowledge, and ability to demonstrate an understanding, of child development and learning	✓	
Knowledge of Health and Safety in a school environment		✓
Strategies suitable for effectively supporting pupils' learning and behaviour	✓	
Knowledge of the Primary Curriculum	✓	
Personal attributes		
Understanding of the need for confidentiality in relation to pupils' personal and protected information		✓
Make teaching, learning and the curriculum creative and fun	✓	
Maintain high expectations of children's learning and behaviour	✓	
Willingness to engage in and learn from professional development activities	✓	
Proven ability to manage one's time and prioritise effectively	✓	
Ambition and determination to excel and learn from others	✓	
Be an active member of a team, able to use initiative and make a highly effective contribution	✓	
A good sense of humour		✓
Excellent interpersonal skills	✓	
Reliable and punctual.	✓	
Other requirements		
Commitment to own professional development.	✓	
Commitment to effective practice within an inclusive environment.	✓	
Prepared to undertake training relevant to the post.	✓	
Ability to develop positive relationships with staff, parents and outside agencies.	✓	
Commitment to all aspects of equal opportunities in principle and in practice.	✓	
Provide specialist support to other TAs to help provide support, CPD and upskill them as required.	✓	
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	✓	
Commitment to promote and support the aims of REAch2	✓	

All staff are expected to understand and be committed and to contribute to Trust's commitment to Equal Opportunities for all.