

JOB DESCRIPTION



Main Job Purpose

The primary purpose of the Cover Supervisor is to supervise and support pupils who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. Such work will have been set in accordance with the school policy. Our Cover Supervisors will continue the high expectations set by teachers of all pupils and maintain respect for their social, cultural, linguistic, religious and ethnic backgrounds.

The Cover Supervisor will not be deployed routinely as one of the strategies schools choose to release teachers for guaranteed planning, preparation and assessment (PPA) time; however, they may carry out work specified in the regulations made under section 133 of the Education Act 2002, under the direction and supervision of a qualified teacher.

There is potential to commence or for progression to grade 7, subject to assessment, and depending on the level of responsibility and experience.

Main Responsibilities & Duties

- To take sole charge of a group or class of pupils in the short term or unforeseen absence of their usual teacher.
- Registering attendance in accordance with school policy.
- Responding to any questions from pupils about process and procedures, and the work that they are engaged in. Supporting pupils use of associated resources.
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive learning environment.
- Dealing with any immediate problems or emergencies according to the school's policies or procedures.
- Collecting completed work and resources after the lesson and returning it to an appropriate teacher with comments on any learning issues arising and progress made.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lesson(s) and any issues arising.
- The cover supervisor will be expected to undertake reprographics duties when not in lessons.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- To support in class to support learning, as and when cover for lessons is not required.
- (For Grade 7) To apply a degree of originality and creativity to the delivery of learning activities. This would include supporting and carrying out straightforward assessments in the classroom, such as marking.

Knowledge & Skills

Essential:

- Know and be able to apply consistently a range of school policies, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEND).
- Have the necessary skills to manage safely, the classroom activities, the physical learning space and the resources for which they are responsible.
- Understand and be able to use a range of strategies to deal with classroom behaviour as a whole, and also individual behavioural needs. This is a challenging requirement in some schools.

Desirable:

- Recent successful experience as a Teaching Assistant or similar position within an educational environment.
- Willingness to undertake First Aid training or other CPD to enhance role.
- Flexibility and initiative.

Supervision & Management

- To work to a designated member of teaching or support staff according to the school's normal policy and practice for covering absent teachers.
- To supervise pupils and their learning within the context of the learning environment, in accordance with the learning activity/work set.
- To supervise the work of other adults normally present in the learning environment.

Problem Solving & Creativity

- Use of a variety of interpersonal skills and strategies to establish supportive and positive relationships with pupils.
- Know and use the school's behaviour management policy and procedures as appropriate in the event of problems with an individual pupil, or class.
- Flexibility in carrying out duties will be required.

Key Contacts & Relationships

- Attempt to establish relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their progress during the period of supervision.
- Model and promote the positive values, attitudes and behaviour expected from the pupils with whom they work. Know when to seek help and advice.

Decision Making

- There will often be a need to make immediate decisions, without initial referral to teachers, in relation to classroom management and the care, control and safety of pupils.
- Cover supervisors will be employed to take classes when the teacher is not present to supervise pupils engaged in work set by a teacher, to maintain discipline and Health & Safety.

Working Environment

- Normal school environment.
- Frequent use of ICT equipment. Lifting of books and equipment.
- Some school sites are extensive and postholders may be required to work throughout the site on more than one floor.
- Size, phase and type of school will vary.
- Includes work with individual pupils as well as groups and whole classes.
- School environment with a variety of learning environments including classrooms and specialist areas. Occasional disruption to planned tasks and order of tasks by pupils and colleagues.
- Occasional requirement to work outside the normal school environment e.g., visits.

Progression in Post (if applicable)

To progress to the higher level Cover Supervisor post, postholders will need to be undertaking the following additional duties:

- Interpreting lesson plans that have been set in accordance with school policy.
- Delivering learning activities that have been planned in accordance with the school policy and responding to questions raised by the students
- Using specialist knowledge to deliver advanced subject programmes