

WESTCOUNTRY SCHOOLS TRUST

SIR JAMES SMITH'S SCHOOL

COVER SUPERVISOR

JOB DESCRIPTION

Job title:	Cover Supervisor
Grade:	Grade H - £27,810 to £32,655 per annum pro rata
Hours:	30 hours per week, term time only
Commencing:	As soon as possible
Responsible to:	Headteacher
Direct supervisory responsibility:	None
Indirect supervisory responsibility:	None

Main purpose of the job

To provide effective cover supervision in a range of classes and subjects in response to unforeseen short-term teacher absence, ensuring good order is maintained in the classroom and pupils keep to task. To work under the guidance of teaching/senior staff within an agreed system of supervision.

Duties and responsibilities:

1. To attend regular staff briefing meetings and departmental meetings to remain fully aware of teacher absences and the schools' changing requirements for teacher cover.
2. To liaise with the Subject Leader with regard to distributing relevant papers and documents of suitable teaching materials which relate to the relevant Curriculum area and stage of progress of the pupils.
3. To establish constructive relationships and effectively communicate with teaching staff and Subject Leaders with regard to cover requirements for short-term teacher absence.
4. To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all pupils.
5. To assist pupils in developing knowledge and skills through use of the pre-set work and teaching resources provided. To take into account the learning support involved to aid the pupils to learn as effectively as possible.
6. To provide instructions to pupils with regard to pre-set activities for the class as provided by the Subject Leader or teacher in the event of the usual class teacher's absence.
7. To respond to questions from pupils relating to pre-set work to ensure a constructive working environment.
8. To work within a framework set by the teacher, ensuring feedback to pupils and colleagues is appropriately planned.

9. To supervise pupils undertaking effective self-directed learning where appropriate. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
10. To support pupils consistently whilst recognising and responding to their individual needs.
11. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
12. To collect pupils' work at the end of the lesson and return to the appropriate teacher or teacher's representative in accordance with the school's teacher cover policies and procedures.
13. To be responsible for ensuring classrooms are left clean and tidy after lessons, and all teaching materials and resources accounted for and stored securely when not in use.
14. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with the school's behaviour management policies and encourage pupils to take responsibility for their own behaviour.
15. To supervise and manage pupils' behaviour whilst covering teacher absences in accordance with the recognised behavioural standards to ensure an orderly and constructive environment for the class.
16. To deal with any immediate problems or emergencies that may occur in the class whilst covering the teacher's absence in accordance with the school's recognised policies and procedures.
17. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with the students who are sick as needed.
18. To be responsible for keeping and updating records as agreed with the teacher.
19. To check and record pupil attendance and absences. To report all absences in accordance with the schools' recognised absence reporting procedures.
20. To provide objective and accurate feedback and reports as required to the teacher regarding pupil achievement, progress and other matters.
21. To report back to the teacher (or appropriate representative in the teacher's absence) any issues that may have arisen including problems with pre-set work, behavioural issues, concerns etc.
22. To carry out administrative tasks associated with all of the above duties.
23. To provide support for students within the classroom when not covering for a teacher.
24. To remain aware and work within all relevant school working practices, policies and procedures.
25. To attend staff meetings and school-based INSET as required.
26. To contribute to the overall ethos of the school.
27. The post holder is responsible for his/her own self-development on a continuous basis.
28. To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
29. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
30. To undertake other duties appropriate to the grading of the post as required.
31. To maintain confidentiality of information acquired in the course of undertaking duties for the department.

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ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	Good standard of practical knowledge, skills and experience of working with pupils of the relevant age in a learning environment.	Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist pupil groups.	Application form/ interview.
Education & Training	Attainment of GCSE's grade C or above in English & Maths (or able to demonstrate equivalent numeracy & literacy skills to a level 2 standard of education).	Pupil behaviour management training. Education to degree level. Training in the relevant strategy/ies or curriculum areas. Appropriate first aid training.	Application form/ interview.
Special Knowledge & Skills	Up-to-date ICT skills. Good listening & communication skills. Knowledge of specific curricular areas or key stages. Practical skills relating to planning and utilising individual learning programmes.	Awareness of the SEN Code of Practice and guidance on meeting SEN. Fully meets the nationally recognised HLTA standards.	Application form/ interview.
Any Additional Factors	Self-motivated and able to work constructively as part of a team. Ability to relate well to children and adults. Adaptable, flexible worker able to display initiative. Understanding of principles of child development and learning processes. Ability to work to deadlines and methodical approach to work. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.