



## **COVER SUPERVISOR**

**33.75 hours per week  
39 weeks per year**

**Salary starting from £21,802**

### **CORE DUTIES AND RESPONSIBILITIES**

#### **Teaching and Learning**

- Demonstrate an informed and efficient approach to the teaching with the support of the class teachers and curriculum leaders.
- Increase achievement of all pupils, including those with special educational needs and disabilities (SEND).
- Promote, support and facilitate inclusion by encouraging participation of all pupils in all lessons.
- Use effective behaviour management strategies consistently in line with the school's attachment-based approach while covering classes.
- Teach classes to cover teachers' absence and their PPA time.
- Assess pupils' performance in the lessons that are covered and pass observations on to the class teacher.
- Use computing skills to advance pupils' learning.
- Direct the work, where relevant, of other adults in supporting learning.

#### **Planning**

- Adapt the plans provided to ensure that all children receive a high-quality education.
- Prepare the classroom for lessons, ensuring all of the correct equipment is available.
- Plan how to support the inclusion of pupils in all learning activities.

#### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns regarding pupils
- Work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

#### **Whole School Organisation, Strategy and Development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school by organising and running an after school club.



### **Health and Safety**

- Promote the safety and wellbeing of pupils and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and the school's child protection policy.

### **Professional Development**

- Keep knowledge and understanding relevant and up-to-date by reflecting on practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity.

The cover supervisor will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the head of school or line manager.



## PERSONNEL SPECIFICATION

CATEGORY ITEM	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children.</li> <li>• Experience of planning and leading teaching and learning activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience teaching across the primary age range.</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>• Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education or the willingness to commit to undertaking this training over the course of the next academic year.</li> <li>• GCSEs at grades 9 to 4 (A* to C) including English and maths or willingness to undertake equivalency tests.</li> </ul>	
Job Related Knowledge, Aptitude and Skills	<ul style="list-style-type: none"> <li>• Good organisational skills.</li> <li>• Ability to build effective working relationships with pupils and adults.</li> <li>• Knowledge of how to help adapt and deliver support to meet individual needs.</li> <li>• Curriculum knowledge across the primary age-range and the ability to apply this effectively in support teachers and pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to use ICT to support learning.</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Understanding of how children learn and be able to deliver teaching in line with this.</li> <li>• Understanding of attachment-based practice and being able to implement this while teaching.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of current developments in educational practice and policies and the impact of these.</li> <li>• Understand the planning of the National Curriculum requirements, including assessment, recording and reporting.</li> </ul>