

## Woodside Primary Academy

### JOB DESCRIPTION



**Job Title:** Cover Supervisor

**Grade:** Scale 5 - depending on experience

**Range:** 16

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#### Job Purpose

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff will also supervise whole classes occasionally during the short-term absence of teachers. Under the guidance of appropriate supervision and support staff will also cover classes in the afternoon. The primary focus will be to maintain good order and to keep pupils on task.
- Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

#### Major Tasks, Duties and Responsibilities

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.

- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

### **General Information:**

#### **Equality of Opportunity**

- As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.

#### **Confidentiality and Data Protection**

- To treat all information acquired through employment, both formally and informally, in strict confidence.

- To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.

### **To contribute as an effective and collaborative member of the School team**

- Any other duties as reasonably required by any manager of the school.
- Participating in the ongoing development, implementation and monitoring of the school plans.
- Attend regular meetings as required and make a positive contribution during meetings.

### **Child Protection**

- Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

### **Key Skills and Competencies:**

- Experience of working with or caring for children of relevant age.
- Very good numeracy/literacy skills.
- NVQ 3 for Teaching Assistants or equivalent qualification or experience.
- Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.
- Appropriate first aid training.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Can use ICT effectively to support learning.
- Use of other equipment technology – video, photocopier.
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.
- Understanding of principles of child development and learning processes.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

**Cover Supervisor  
Person specification.**

**1. Experience**

- 1.1 Experience working with children of relevant age in a learning environment

**2. Qualifications/Training**

- 2.1 Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths
- 2.2 Training in relevant learning strategies e.g. literacy/numeracy

**3. Knowledge, Skills and Abilities**

- 3.1 Can use ICT effectively to support learning
- 3.2 Full working knowledge of relevant policies/codes of practice/legislation
- 3.3 Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies
- 3.4 Good understanding of child development and learning processes
- 3.5 Understanding of statutory frameworks relating to teaching
- 3.6 Ability to organise, lead and motivate a team
- 3.7 Constantly improve own practice/knowledge through self-evaluation and learning from others
- 3.8 Ability to relate well to children and adults
- 3.9 Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these