



## Job Description - Cover Supervisor

**Accountable to:** Headteacher

**Line Managing:** NA

**Post Type:** 35 hours per week Term time only plus INSET days

**Salary:** Grade 6



### Duties and Responsibilities:

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short-term absence of teachers and HLTA's. When no cover is required to support classes or interventions as required. This may include lunchtime supervision duties if appropriate.

### Specific responsibilities include:

#### Cover Supervision

- Supervising the students on work left in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Assisting with the management of student behaviour to ensure a constructive and positive working environment
- Responding to students about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Assisting in exam invigilation under the supervision of the senior leadership team as appropriate.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class and any other issue arising.
- Dealing with any immediate issues or emergencies according to the school's policies and procedures.
- Following school policies and procedures especially those relating to safeguarding, child protection and health and safety
- Respecting confidential issues linked to home/students/teacher/school work.
- Provide pastoral support to students as and where needed.
- Receive and supervise students excluded from, or otherwise not working to, a normal timetable including supervised isolation.
- Participate in comprehensive assessment of students to determine those in need of particular help
- Assist the teacher with the development and implementation of Individual Education/ Behaviour/ Support/Mentoring plans
- Support provision for students with special needs
- Establish productive working relationships with students, acting as a role model at all times
- Promote the speedy/effective transfer of students across school as needed.
- Provide information and advice to enable students to make choices about their own learning/behaviour/attendance
- Challenge and motivate students, promote and reinforce self-esteem
- Provide feedback to students in relation to progress, achievement, behaviour, attendance etc.

## **SUPPORT FOR THE SCHOOL**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims/values of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- To attend staff and team meetings, parental consultations and school events as required
- Foster and maintain constructive and supportive relationships with parents/carers and other professionals involved exchanging appropriate information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Within an agreed system of supervision and within a pre-determined lesson framework teach whole classes in the absence of the class teacher or HLTA.

## **General responsibilities**

- To work consistently to uphold the school's vision and values and those of the School.
- To work in a cooperative and appropriate manner with all stakeholders
- To work with students and parents in a courteous, positive, caring and responsible manner at all time.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve oneself and others
- To present oneself in a professional way that is consistent with the values and expectations of the school at all times.
- Comply with policies and procedures relating to child protection, health, safety and welfare, restrictive interventions, confidentiality, data protection and safeguarding, reporting all concerns to an appropriate person.
- Be aware and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/works/aims of the school
- To act as an ambassador of Charlestown Community Primary School

## **Other specific duties**

- To promote the safeguarding of children and follow all safeguarding and child protection related policies.
- To play a full part in the life of the school community to support its mission and values and to encourage staff and students to follow this example.
- To actively promote the school's policies.
- To comply with the School's Health and safety policy and undertake risk assessments as appropriate.

- To carry out any other reasonable tasks, as directed by your Line Manager or the headteacher, compatible with the role and grade of the post.
- To undertake any other duty as specified by the Headteacher not mentioned in the above.

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### **Safer Recruitment Statement:**

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires an Enhanced Disclosure (DBS)

### **Person Specification**

#### **For this job we are looking for:**

- Experience of working with children/young people in a school setting
- Experience of working with pupils with additional needs
- Educated to A Level or equivalent including good GCSEs (or equivalent) in Maths and English
- To be able to write routine reports, work with databases and maintain records
- Able to communicate and exchange information, verbally and in writing with a range of audiences
- Ability to relate well to children and adults
- Ability to work flexibly as part of a team
- Able to use ICT effectively to support learning
- Full working knowledge and understanding of the national curriculum and other basic learning programmes/strategic processes and barriers to learning, including behaviour management strategies
- Ability to plan effective actions for pupils at risk of underachieving
- Full understanding of the range of support services/providers
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Willingness to undertake first aid training as appropriate
- Self-motivation and personal drive to complete tasks to the required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new school challenges.
- Personal commitment to continuous self-development.
- Personal Commitment to continuous school improvement.