



Leighfield
Primary School

Learning for Life



Discovery Schools
Academy Trust

Job Title: Cover Supervisor

Grade: 7 (pts 11-14) SALARY £19,947-£21,168

Job Purpose: A Cover Supervisor is a member of the School Classroom Support Team and will be an experienced classroom practitioner who is appointed to, in the absence of a class teacher, deliver a pre-prepared lesson ensuring that in doing so the pupils/students development is continued and maintained.

The Cover Supervisor must demonstrate sufficient knowledge and understanding to be able to help the pupils they work with make progress with their learning.

Core Activities

- In the absence of a teacher provide supervision of a class of students.
- Be solely responsible for a class of students during lesson time.
- Liaise with teachers and/or pastoral care staff with regard to the work set for a class.
- Communicate the work set by the class teacher to the pupils/students.
- Respond to any questions from pupils about process and procedures.
- Motivate students to complete their tasks.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Classroom management and organisation including implementing effective behaviour policy reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Provide necessary support to student which may include literacy, numeracy and organisational skills.
- Ensure the health, safety and welfare of students supervised.
- Mark any completed work after the lesson and returning it to the appropriate teacher.
- The invigilation of examinations.
- Accompany teaching staff and students on educational visits.

Support the School by:

- Being aware of, and upholding the school's policies and procedures, and when appropriate contribute to the development of them.
- Being aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Participating in appropriate school-based meetings and training activities.
- In accordance with the school's guidance and policies provide comfort and immediate care in case of minor accident and upsets– reporting serious problems to appropriate person for action.

- Undertaking relevant administrative duties.
- Undertake any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post

Knowledge and Skills

A Cover Supervisor must demonstrate all of the following:

- Have sufficient understanding to support pupils' learning, and are able to acquire further knowledge to contribute effectively and with confidence to the classes in which they are involved.
- Understand the aims, content, and intended outcomes for the lessons in which they are involved, and understand the place of these in the related teaching programme.
- Awareness of the statutory frameworks relevant to their role.
- Knowledge of a range of strategies to promote good behaviour.
- Personal and/or professional development training.
- Understand and upholding the school's policies and procedures, and when appropriate contribute to the development of them.
- Awareness of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Minimum of 3 years of working with students/children of a relevant age.
- Have a relevant qualification to NVQ Level 3.
- GCSE or equivalent level in Maths/Numeracy and English/Literacy.
- Flexibility, responsiveness, tact and discretion.
- Ability to work under pressure.
- Demonstrate a good level of achievement.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people.

Job Title:

Cover Supervisor

Grade:

7 (pts 11 – 14))

	Essential	Desirable	How assessed
<u>Qualifications</u>			
Minimum of 3 years of working with students/children of a relevant age	✓		
Have a relevant qualification to NVQ Level 3 GCSE or equivalent level in Maths/Numeracy and English/Literacy	✓		
Other qualifications / CPD specific to primary school setting		✓	
Willingness to undertake further professional development		✓	
<u>Written Application</u>			
A well written, well-constructed and succinct application which expresses clarity of thinking with regard to the requirements of the post, personal career aspirations and an understanding of current educational issues	✓		
Electronically prepared and submitted		✓	
<u>Knowledge</u>			
Have sufficient understanding to support pupils' learning	✓		
Awareness of statutory frameworks relevant to their role	✓		
Knowledge of a range of strategies to promote good behaviour	✓		
Have detailed knowledge of Primary Frameworks invention programmes	✓		
Have an understanding of	✓		

assessment or learning strategies			
<u>Experience and Skills</u>			
In the absence of a teacher provide supervision of a class of students	✓		
Be solely responsible for a class of students during lesson time	✓		
Liaise with teachers and/or pastoral care staff with regard to the work set for a class	✓		
Communicate the work set by the class teacher to the pupils/students	✓		
Respond to any questions from pupils about process and procedures	✓		
Motivating students to complete their tasks	✓		
Deal with any immediate problems or emergencies according to the school's policies and procedures	✓		
Classroom management and organisation including implement an effect behaviour policy reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising	✓		
Provide necessary support to student which may include literacy, numeracy and organisational skills	✓		
Collecting any completed work after the lesson and returning it to the appropriate teacher	✓		
The invigilation of examinations	✓		
Accompany teaching staff and students on educational visits	✓		
In accordance with the school's guidance and policies provide comfort and immediate care in case of minor accident and upsets —reporting serious problems to appropriate person for action.	✓		
	✓		

<p>Undertaking relevant administrative duties</p> <p>Experience of working with a range of year groups</p> <p>Proven successful classroom practice</p> <p>Experience of playing active role in intervention and whole class learning</p> <p>Have confidence and ability provide cover in all curriculum areas</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><u>Ethos</u></p> <p>An ability to be a personal role model of professionalism, upholding morale and having high expectations of self and others</p> <p>An understanding of the need for equality of opportunity within a changing community</p> <p>A belief in child centred, holistic and life-long learning</p>	<p>✓</p> <p>✓</p> <p>✓</p>		
<p><u>Relationships</u></p> <p>Ability to develop and maintain positive relationships with children and adults both inside and outside of school</p> <p>Maintain a high degree of professionalism and confidentiality associated with this role</p> <p>Willingness to be fully involved the life of the school community</p> <p>Knowledge and understanding of the social & emotional aspects of learning including developing emotional literacy and how this can help behaviour management</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	
<p><u>Attitude and Temperament</u></p> <p>Have a positive attitude to all aspects of school life. An acknowledgement that learning can be fun</p> <p>Ability to be evaluative and accept advice</p>	<p>✓</p> <p>✓</p>		

Be proactive in areas of responsibility and have an awareness of whole school issues	✓		
Be willing to take on any delegated tasks appropriate to the post	✓		
Have the temperament to remain calm at all times	✓		
Have the ability to demonstrate a fair, unbiased and equitable approach to all situations	✓		
Be willing to show a committed, professional and loyal attitude to the school, openly modelling its aims and values at all times	✓		
Personal commitment to a team spirit within the school		✓	