

Wellspring Academy Trust

Job Description

Post Title: Cover Supervisor

Department: LaceyField Louth: The Home of Eastfield Infants' and Nursery Academy and Lacey Gardens Junior Academy

Reporting to: Executive Principal

Salary: G6



Purpose of the post

- To support the LaceyField vision through proactive collaboration with the teaching teams.
- To plan and deliver high-quality group activities which support inclusive whole class teaching and learning.
- To supervise whole classes during short-term staff absence or depending on the needs of the academy.

Responsibilities

Support for Pupils

- Assist with the development and implementation of Individual Education/Behaviour/ Support/
- 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, achievement, behaviour and attendance
Provide pastoral support to pupils
- Support provision for pupils with special educational needs
- Challenge and motivate pupils, promote and reinforce self-esteem.

Support for the Teacher

- Work with the teacher to establish an appropriate learning environment
- Collaborate with the teacher and other staff in lesson planning, 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 maintaining and updating records, information and data as agreed with the

teacher, contributing to reviews of systems/ records as requested and producing analysis and reports as required

- Undertake marking of pupils' work and accurately record achievement/ progress in line with agreed policies and protocols
- Promote and ensure health and safety, 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 , or as directed by the teacher
- Administer and assess routine tests and invigilate tests, where appropriate
- Establish constructive relationships with parents/ carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/ resources/ materials
- Contribute to planning, development and organisation of systems/ procedures

Support for the Curriculum

- Implement agreed learning activities/ teaching programmes, adjusting activities according to pupil responses/ needs
- Support the use of technology 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
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Maintenance of specialist equipment, check for quality/ safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out.
- Provide specialist advice and guidance as required
- Implement agreed work programmes/practical lessons under the guidance of the teacher
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

Support for the School

- 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 in accordance with policy

- Be aware of and support difference and ensure all pupils have equal access to opportunities to
- 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 relevant meetings as required
- Participate in development opportunities and other learning activities and performance development as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and

General

- To undertake any other duties, commensurate within the grade, at the discretion of the Executive Principal.
- Be familiar and comply with all relevant policies and procedures
- To develop and promote high standards

Other

- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.