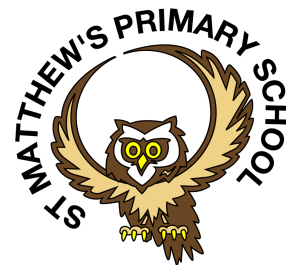


St Matthew's Primary School Job Description

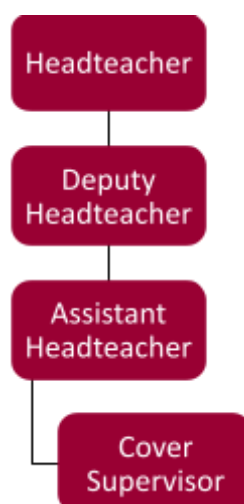


TITLE: Cover Supervisor
SCHOOL: St Matthew's Primary School
RESPONSIBLE TO: Assistant Headteacher
GRADE: L4

PURPOSE OF POST:

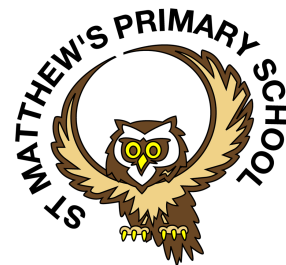
To enhance the learning experiences of the pupils in the absence of the class teacher

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. Under the direction of a class teacher, following agreed lesson plans, support the learning of individuals/ groups/whole classes of students. This may be in the absence of the class teacher, who will still retain the responsibility for the lesson planning. Use strategies appropriate to the needs of students, providing feedback and liaising with colleagues. Facilitate the intellectual and social development of students. Deploy appropriate aids, materials and equipment, including ICT, to assist learning.
2. Assist in the evaluation and revision of lessons and work programmes using knowledge gained when working with students.
3. Implement and monitor the school's policies and procedure
4. Develop and promote positive relationships
5. Contribute to the care, health and welfare of students in accordance with the relevant school policies and promote the outcomes of the ECM agenda
6. As required, assist with specific aspects of learning and personal development, on/off site, e.g. projects, initiatives and activities including swimming



7. Invigilate tests and examinations as directed
8. Under the direction of the line manager, assist in other support roles around the school
9. Maintain and respect confidentiality

DIMENSIONS:

Supervisory Management: Coaching others

Financial Resources: N/A

Physical Resources: Classroom materials, equipment and resources

Other: N/A

Physical Effort: The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided where necessary.

Working Environment: There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell or when following care plans.

CONTEXT:

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools'.

Person Specification

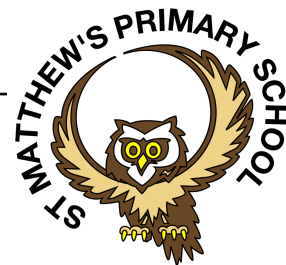


This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

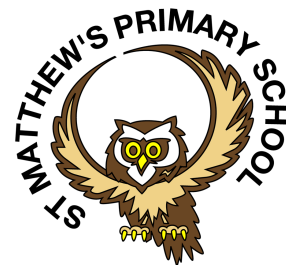
Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience of working with people with a range of special needs.	1,2	Some experience of working with people with a range of special needs.	1,2
	Some experience of working in an educational setting.	1,2		
	Some experience of managing student's behaviour.	1,2		
Skills/Abilities	Able to contribute constructively to and work effectively as a member of a team.	1,2	Information technology skills in word processing, the use of databases and spreadsheets to support record keeping and children's learning.	1,2,5
	Able to use own initiative in working with parents/carers and the child's community within an agreed framework of policies and procedures.	1,2		
	Able to communicate effectively at a range of levels, e.g. with children, parents, other professionals, etc.	1,2		
	Able to keep accurate records and use these to inform judgements.	1,2,5		
	Able to support learning at relevant Key Stage.	1,2,5		



Equality Issues	Able to recognise and act upon common forms of discrimination.	1,2		
	Able to understand the issues for pupils' education in an urban, multi-cultural context.	1,2		
Specialist Knowledge			Demonstrable knowledge of how pupils learn including some knowledge of how pupils acquire a second or additional language.	1,2
			Demonstrable knowledge of curriculum requirements.	1,2,5
			Some knowledge of policies and procedures in areas such as child protection, behaviour management.	1,2,5
Education and Training	Demonstrate a basic level of literacy and numeracy at NVQ2 or equivalent.	1,2,5	GCSE 'C' in mathematics and English or equivalent qualification.	4
	Able to commit to relevant job training.	1,2		
	NVQ Level 3 or equivalent qualification.	1,2		
	Willingness to undertake First Aid training and to apply this in the school.	1,2		
Other Requirements				

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.



The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.