

Role Profile & Person Specification



Job Title:	Cover Supervisor
Responsible to:	Headteacher and Class Teacher
Terms and Conditions:	27.5 hours per week , 39 weeks per year – Maternity Cover Scale E

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

Under the instruction and guidance of the class teacher or other members of senior staff and within the overall ethos of the school, provide support to the teacher in the teaching and general management of pupils by covering the class in their absence.

Key Areas of Responsibility

1. Support for Children

- In the absence of the teacher, take responsibility for delivering lessons to the whole class, as provided and planned by the class teacher.
- Supervise children in the class while they are engaged in learning activities and deal with immediate problems and emergencies.
- Promote good behaviour using a relational approach, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.
- Set high expectations of conduct whilst acting as a role model.
- Support individuals with their learning activities, and provide accurate and detailed feedback to the teacher with regard to their understanding and their outcomes.
- Promote the inclusion and acceptance of all children within the classroom with the school's policies and procedures of equal opportunities.

2. Support for the Curriculum

We are part of...

WENSUMTRUST

FOR CHILDREN, FAMILIES AND COMMUNITIES

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- Prepare, maintain and use equipment / resources required to meet the lesson plans or relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupil's competence in its use.
- Use assessment and recording tools within the lessons, as appropriate to the age range.

3. Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Undertake other similar duties and activities that fall within the grade and role of the post as decided by the Headteacher.

4. Staff Training Days

- As arranged on the school calendar.

Safeguarding

- Respect confidential issues and keep confidence as appropriate.
- Keep up to date with school procedures for safeguarding and child protection, reporting any concerns to the DSL.

Health and Safety

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with health, safety and welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement and Development Plan taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

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	Essential	Desirable
Personal Attributes	• Relational • Self-aware • Curious • Accepting • Empathetic • Reflective	
Qualifications	• Good literacy / numeracy skills (grade C at GCSE or equivalent)	• Completion of DfES Teacher Assistant Induction Programme or equivalent experience • Level 3 Supporting Teaching and Learning in the Classroom or equivalent qualification • Completion of Cover Supervision training/qualification
Experience		• Experience of working in a similar environment.
Skills/Knowledge	• Effective ICT skills with a knowledge of Microsoft Office • Effective verbal and written communication • Self motivated team member with the ability to work individually • Able to work on own initiative • Methodical and organised • Flexible and responsible approach • Shows a personal commitment to safeguarding and promoting the welfare and rights of young people • Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances	• First Aid
Other	• Communication, people skills, listening skills, passion and enthusiasm to help young people to succeed, team spirit, patience, determination, caring and a good sense of humour are all qualities required in this position.	