

Job Description



Job Title	Cover Supervisor
Grade	Grade 5 (SCP7-11)
Responsible to:	SENCO, Phase Leader, or other designated manager
Responsible for:	Not applicable
Working weeks:	39 working weeks during term time. 32.5 hours per week

Core Purpose:

- Support and complement the work of classroom teacher(s) for the education and development of pupils in school.
- To take responsibility for agreed learning activities under an agreed system of supervision.
- Delivering pre-prepared lessons as well as planning, preparing and delivering learning activities for individuals, groups and whole classes.
- To deliver the School's intervention programme as necessary.

Legal and Statutory Requirements

The Cover Supervisor's professional duties must be carried out in accordance with the following:

- The Stour Vale Academy Trust scheme of delegation
- The provisions of all applicable legislation
- Keeping Children Safe in Education (KCSIE)

Main Activities

Supporting Learning

- Supervise whole classes undertaking pre-prepared activities provided by a teacher during the absence of a teacher.
- Manage the behaviour of pupils whilst they are undertaking work in line with the school's behaviour policy to ensure that the classroom provides a constructive environment, and deal promptly with conflict and incidents, recording them on relevant systems and escalating if necessary to an appropriate senior member of staff
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- Create a positive working environment and supervise pupils undertaking work set for them by their classroom teacher
- Ensure an explanation of set tasks is given to students to enable them to be completed, and that planning is followed and support is provided to pupils, including those with special needs, ensuring their safety and access to learning activities at all times
- Provide further explanations as needed and clarify instructions and ideas as appropriate
- Assist with the implementation of Individual Education Plans, Behaviour Plans and Care Plans as required

Resources

- Prepare the classroom/outside areas for lessons, ensuring resources are available and cleared away at the end of lessons as appropriate.
- Where absence of a teacher is known in advance, liaise with that teacher or Subject Lead to ensure a sequence of work and supervision that will provide effective cover of the class

Exams, educational visits and other supervision

- May invigilate exams and tests.
- May assist escorting pupils on educational visits.
- May assist with break time supervision including facilitating games and activities.
- Supervise tutor groups where necessary, updating attendance registers and performing daily checks and tasks
- Dismiss classes/individuals at the end of the period in line with school procedures, ensuring that the classroom is left appropriately

Personal and welfare support

- May assist pupils with dressing, hygiene and eating whilst encouraging independence.
- Support pupils in their personal, emotional and social development.
- May provide pastoral support to pupils e.g. as form tutor
- Deal with any immediate problems or emergencies in accordance with the school's procedures and policies reporting safeguarding concerns immediately via the schools procedure to the pastoral Team and DSL

Systems, policies and procedures

- May contribute to the development of policies and procedures.
- Responsible for the careful and safe use of equipment.
- Responsible for the safety and wellbeing of pupils in the classroom.

Team involvement

- May demonstrate own duties to new or less experienced staff.

Building relationships

- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Exchanges information with staff and parents/carers.

Record keeping and information management

- Provide feedback to pupils in relation to progress and attainment
- Provide relevant feedback to class teachers following lessons with a focus on the progress and attainment for individuals and groups of children
- Maintain records of work done during cover supervision periods.
- Follow school procedures and policies relating to record keeping, registration of classes, SEN, and safeguarding.

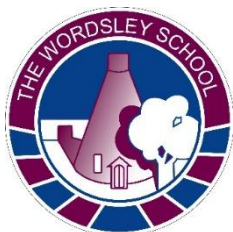
Other

- Take responsibility for improving subject knowledge by supporting class teacher and, Subject Leads as required and attending any briefing meetings, CPD and INSET days.
- Supervise children during break and lunchtime, as required.
- Be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, recording/ reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall vision and values of Stour Vale Academy Trust;
- Attend and participate in meetings, training and other learning activities and performance development as required;
- Any other duties commensurate with the duties/responsibilities/grade of the post

Duties may vary according to the organisational structure within the school. The structure may include additional posts that are focused on either delivering or supporting the delivery of one or more of the responsibilities outlined above.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/senior leader to carry out appropriate duties within the context of the job, skills and grade. It is the practice of Stour Vale Academy Trust to periodically review job descriptions to ensure that they relate to the job performed and to incorporate any changes. In these circumstances, Stour Vale Academy Trust will seek to reach agreement on reasonable changes but, where agreement is not reached, Stour Vale Academy Trust reserves the right to make changes to the job description, following consultation.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.



Personnel Specification



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No	Categories	Essential	Desirable
QUALIFICATIONS			
1.	NVQ level 2 in Maths and English, and / or qualified or willing to become qualified to Level 2 Teaching Assistant.	◆	
2.	Other relevant training	◆	
EXPERIENCE			
3.	Experience working with children individually and in groups	◆	
4.	Experience of working with children across the range of ages served by the school	◆	
5.	Experience with SEND children and challenging behaviour	◆	
	Experience of running intervention programmes		◆
ABILITIES, SKILLS & KNOWLEDGE			
6.	Able to support to pupils' learning on a one-to-one basis, or in groups, including the provision of specialist support for SEND students, as appropriate.	◆	
7.	An understanding of learning and the process of learning	◆	
8.	An understanding of the development of the whole child	◆	
9.	IT and keyboard skills to allow basic record keeping	◆	
PERSONAL QUALITIES			
10.	Ability to relate well to adults and pupils	◆	
11.	Ability to organise self and others	◆	
12.	A calm, positive nature	◆	
13.	Commitment to safeguarding and promoting the welfare of children and young people	◆	
14.	Genuine respect for others and desire for equality of opportunity and diversity	◆	

15.	Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these	◆	
16.	Can-do attitude and solution-focused approach with an ability to manage expectations and not over promise	◆	
17.	Have a willingness to demonstrate commitment to the values and ethos of Stour Vale Academy Trust	◆	