

JOB DESCRIPTION

Job title	Cover Supervisor
Grade	Grade 3, points 9 – 22 £27,254 - £33,699
Responsible to	Senior Leadership Team

Summit Learning Trust Mission Statement

Success through Endeavour

Ambition through Challenge

Strength through Diversity

Role Purpose:

To provide cover for whole classes during the absence of the assigned teacher, ensuring that learners continue their learning in a calm, purposeful and safe environment. The Cover Supervisor will deliver pre-planned lesson plans and maintain high standards of behaviour and engagement, contributing positively to the wider ethos and success of the academy/Trust.

Main Duties and Responsibilities

- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Respond to any questions from pupils about process and procedures.
- To promote positive values, attitudes and good learner behaviour, dealing promptly with incidents in line with established policy and encourage learners to take responsibility for their own behaviour; employ strategies to recognise and reward achievement of self-reliance.
- Collect completed work after the lesson and follow the marking and feedback guidance to support pupil understanding and promote improvements in their work.
- Report, as appropriate using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.
- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she comes in to contact with.
- To provide general clerical and administrative support across the academy as required.
- To supervise learners on visits, trips and work related learning and other out of academy activities as required.



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Data Protection and Safeguarding

- Work within the requirements of GDPR at all times
- Understand your responsibilities in relation to safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all learners are protected from potential harm

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. The post-holder may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy.
- Take part in professional development and the performance management process.
- The post-holder will be expected to undertake any appropriate training provided by our Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>
- The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by:	
Date:	



Person Specification

	Essential	Desirable
Education/ Qualifications	<p>GCSEs, including Maths and English at grade 4 or above or equivalent</p> <p>Interest in own personal development and willingness to undertake further training</p>	<p>Further or higher education relevant qualification or equivalent for example a Teaching Assistant/Higher Level Teaching Assistant qualification</p>
Relevant experience	<p>Experience of working in a school</p> <p>Experience of supporting children in a classroom environment</p> <p>Experience of administrative functions</p> <p>Experience of effectively using behavior management strategies to address learners behaviour</p>	
Knowledge and Understanding	<p>Demonstrate an understanding of, and commitment to, the over-arching priority of improving outcomes for all learners.</p> <p>Familiarity with and ability to adhere to relevant academy policies, including health and safety, child protection, and equal opportunities</p>	<p>Knowledge of current educational issues</p>
Skills and abilities	<p>The ability to teach students and establish a constructive, safe and ordered atmosphere in the classroom.</p> <p>Ability to orally communicate effectively with a range of audiences</p> <p>Ability to engage and motivate pupils</p> <p>Ability to provide levels of individual attention, reassurance and help</p>	



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	<p>with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task</p> <p>Ability to consistently and effectively implement agreed behaviour management strategies</p> <p>An ability to work as a member of a team</p> <p>Initiative and an ability to work independently</p> <p>Ability to work under pressure, remain calm and deliver to set deadlines</p> <p>Able to give clear instructions and keep accurate clear records.</p>	
<p>Other</p>	<p>Enhanced DBS clearance</p> <p>A willingness to undertake relevant professional development</p> <p>Flexible and pro-active approach to duties</p> <p>A commitment to securing the best outcomes for all pupils, and promoting the ethos and values of the academy/Trust</p>	