



Foundry Lane

Primary School

JOB DESCRIPTION

Post: Cover Supervisor

Grade: D

Working hours: 35 hours per week

Monday to Friday 8.15am to 3.45pm

Responsible to: Headteacher/Assistant Headteacher

Main Purpose of the Role

The main purpose of the Cover Supervisor is to work with teachers to plan, organise and support teaching and learning activities for classes.

Key Responsibilities and Duties

The key responsibilities and duties include:

- In the absence of a teacher, to supervise a class of students, ensuring they are engaged in learning activity that has been set by a teacher. This may include explaining the work to be completed and answering questions from pupils to ensure that they understand what is required of them
- Delivering engaging and well-structure lessons in the absence of the class teacher, following school plans and adapting content as necessary for SEN pupils.
- Ensuring a safe, inclusive, and supportive learning environment tailored to the needs of pupils with diverse learning requirements.
- Collaborating with classroom staff and support teams to maintain consistent, high quality education.
- Managing pupil behaviour effectively, promoting positive reinforcement and following the school's behaviour policy.
- Developing positive relationships with children
- Developing knowledge of the learning support needs of individual pupils.
- Providing feedback on pupil progress to class teachers
- To liaise with teachers / other relevant staff with regard to work set for a class.
- To feedback to the relevant teacher on pupil engagement in the set work and also on any issues that may have arisen during the covered lesson(s).

- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To support the maintenance of an activity bank, and draw upon this in the event that pupils complete the pre-set work more quickly than expected, in order to ensure that pupils are engaged in constructive activity throughout the period of cover.
- To contribute to the development and review of relevant policies (e.g. Cover, Behaviour Management, etc).
- To assist in the evaluation of the impact of covered lessons on pupils and throughout the school. 8. To undertake pupil registration of a class, in the absence of the normal registration tutor.
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences.
- To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment.
- To undertake administrative duties relevant to the role.
- To invigilate or provide approved SEN support for internal and external tests and examinations under formal conditions.
- When not required to undertake any responsibility falling within the above, Cover Supervisors may be directed to provide additional support in the school, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled / qualified.

This job description sets out the main duties associated with the stated purpose of the post. We need all staff to be flexible in their approach to support the school and the Trust in this essential role. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Headteacher/CEO.

Similarly, the duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NVQ 3 in Supporting Teaching and Learning, or equivalent, OR • Able to demonstrate the ability to meet the STL Level 3 National Occupational Standards relevant to this post. • Level 2 qualifications in maths/numeracy and English/literacy, OR • Able to demonstrate competency in literacy and numeracy equivalent to level 2. 	<ul style="list-style-type: none"> • HLTA qualification • Relevant medical qualifications/training, such as First Aid training or Paediatric training
Experience	<ul style="list-style-type: none"> • Experience of working with students in a formal setting • Experience of delivering whole class teaching 	<ul style="list-style-type: none"> • Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.
Knowledge	<ul style="list-style-type: none"> • An understanding of how children learn. • Understanding of basic learning programmes and strategies • Effective knowledge/use of ICT to support own professional activities and to advance pupil learning • Knowledge of child protection and health and safety procedures. 	<ul style="list-style-type: none"> • Experience of assessment.
Skills/Attributes	<ul style="list-style-type: none"> • Ability and willingness to undertake professional development. • Good interpersonal skills. • Empathy with children and young people. • Ability to effectively manage pupil behaviour in accordance with school policy and procedure. • Ability to work effectively as part of a team. • Organisational skills to manage tasks and prioritise responsibilities effectively. • Flexibility and adaptability to work in a dynamic school environment with changing priorities and demands. 	