

## JOB DESCRIPTION

<b>Job Title</b>	Classroom Cover Supervisor	<b>Department</b>	
<b>Reports To:</b>	Cover Manager/Deputy Headteacher	<b>Grade</b>	6
<b>Responsible For:</b>	n/a	<b>Job Type:</b>	Support Staff
<b>Hours</b>	30 hours per week	<b>Weeks per year</b>	38 weeks
<b>Location</b>	Faringdon Community College		

### Outline of role

A Cover Supervisor will provide supervision of classes across the curriculum in the event of the absence of the teacher, ensuring that pupils are engaged in pre-set work, managing student behaviour and ensuring a safe environment. This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.

### Support For Pupils

- During the absence of a teacher, to be solely responsible for a class of students, ensuring they are engaged in the work/activity that has been set by a teacher, completing the cover lesson feedback form or equivalent and return to the appropriate teacher.
- Ensure that registration is completed at the start on each session, in line with Safeguarding policies.
- To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school/college policy, as appropriate using the school's agreed referral procedures.
- Follow up any classes that have had an issue during a cover/supply lesson, then refer to the class teacher /HoY
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

### Support For Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals

- Assist with the planning of learning activities
  - Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Cambrian Learning Trust (CLT) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at [www.cambrianlearningtrust.org](http://www.cambrianlearningtrust.org)
- Under the direction of the teacher, work autonomously to deliver outcomes required.
  - Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
  - Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
  - Administer/ Invigilate internal and/or external examinations.
  - Provide clerical/admin support e.g., photocopying, typing, administer coursework etc. Support For The Curriculum and The School
  - Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
  - Undertake relevant CPD training annual performance management
  - Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
  - Contribute to the overall ethos/work/aims of the school
  - Undertake exam invigilation
  - To support general school administration support

## GENERAL RESPONSIBILITIES

Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to Lynsey Parker.

Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.

Promoting the Trust's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.

Undertaking such other duties as reasonably correspond to the general character of the post. Whilst every effort had 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 job description.

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*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

## PERSON SPECIFICATION & SELECTION CRITERIA

Specification (Job Related)	Essential	Desirable
<b>Education, Qualifications and Professional Development</b>	Good numeracy/literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English.	Good level of general education to secondary level (for most candidates this would include 5 or more higher grades at GCSE or O level or other equivalent qualifications).
<b>Knowledge</b>	<p>Ability to work with a minimum of supervision</p> <p>Understanding of principles of child development and learning processes</p> <p>Ability to manage whole groups of students within a classroom setting</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children and adults</p> <p>Ability to consistently implement the school's behaviour policies and systems</p>	Understanding of relevant policies/codes of practice and awareness of relevant legislation
<b>Experience</b>		Working with or caring for children of relevant age
<b>Skills</b>	<p>Effective use of ICT to support learning</p> <p>Use of other equipment technology – video, photocopier</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> <p>Ability to work in a way that promotes the safety and wellbeing of children and young people</p>	