

# Leytonstone School

## Cover Supervisor – SO1

Hours: 36 hours

### Purpose of role

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff and to implement agreed work programmes with individual/groups, in or out of the classroom.

### General duties and responsibilities

- To monitor and evaluate students' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
- To use ICT effectively to support learning activities and develop students' competence and independence in its use.
- To liaise sensitively and effectively with parents/carers.
- To undertake activities as directed by the teacher, with whole classes, individuals or small groups of students.
- Supervision of pupils before school, at morning break or lunch times and to assist on school trips/visits.
- Invigilation of internal and external examinations where necessary.
- Provision of administrative, clerical and other support to teaching departments.
- Provision of supervisory and/or administrative assistance relating to extra-curricular activities.
- Creation of classroom and corridor displays across the school site as required.
- To work with SEND students either in class or in individual/small group withdrawal.
- To liaise with classroom teachers, assisting with planning and differentiation where necessary.
- Use specialist (curricular/learning) skills/training/experience to support students.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement.
- To carry out the work of a Learning Support Assistant if not required to provide cover for a lesson.
- To be a member of a Year Team and have shared responsibility with a teacher for a tutor group if required.

### Contribution to Leytonstone School's ethos and aims

- To ensure the school fully reflects each schools' ethos, aims and policies, particularly those relating to equal opportunities and racial equality.

- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- To implement all school policies, procedures and relevant practices, in particular those relating to Health & Safety of staff, pupils/students and visitors.

**Quality Assurance:**

- To implement school quality assurance procedures and to ensure adherence to these.
- To develop and maintain effective relationships with individuals and organisations including parents, the local governing body, Waltham Forest LA and the wider community to further the achievement of the school's aims.
- To implement modification and improvement where required

**Communications:**

- To ensure effective communication and consultation, as appropriate, between teachers at Leytonstone School.
- To plan and oversee effective and streamlined communication with parents, staff and students

*These duties are neither exclusive nor exhaustive. The details and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by the Head Teacher and SLT that are broadly within the level of the post.*

This post is subject to an enhanced Criminal Records Bureau disclosure.

The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

**Reporting to:** Deputy Head Teacher – School Environment and Operations

**Responsible for:**

## PERSON SPECIFICATION

		Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<b>Qualifications</b>			
1.	Degree in a relevant subject	D	A
2.	Qualification at grade C or above in English, Maths and Science GCSE or NVQ Level 2 or equivalent.	E	A
3.	Good numeracy/literacy skills/IT skills	E	A
4.	Has successful experience of working in a secondary school context	E	A/I/R
<b>Professional experience and practice</b>			
5.	Commitment to improving practice through appropriate professional development	E	A/I/R
6.	Reflective and collaborative practitioner	E	A/I/R
7.	Demonstrate an understanding and proactive approach to safeguarding equal opportunities, health and safety and other policies and practices	E	A/I/R
8.	Act upon advice and feedback and demonstrate ability to coach and mentor	E	A/I/R
<b>Ability and Skills</b>			
9.	Demonstrate ability to work well in collaboration with others	E	A/I/R
10.	Communicate effectively with children, colleagues, stakeholders etc.	E	A/I/R
11.	Effective time management and organisation skills	E	A/I/R
12.	High standards of personal and professional conduct	E	A/I/R
<b>Personal Attributes</b>			
13.	Personal impact and presence	E	A/I/R
14.	Adaptability to changing circumstances and new ideas	E	A/I/R
15.	Vigour and perseverance	E	A/I/R
16.	Enthusiasm, resilience, reliability and integrity	E	A/I/R
<b>Leytonstone School is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS Disclosure is required for this post.</b>			