

JOB DESCRIPTION

SCHOOL/LOCATION:	St Simon and St Jude's CE Primary School
JOB TITLE:	Cover Supervisor
RESPONSIBLE TO:	Headteacher
GRADE:	7
SALARY:	Grade 7, (£26,832 - £28,146 FTE per annum)
CORE PURPOSE:	To provide supervision of the Harbour class across the curriculum in the event of the absence (planned or unplanned) of the teacher, ensuring that pupils are engaged in pre-set work, managing pupil behaviour and ensuring a safe environment.

KEY DUTIES & RESPONSIBILITIES

- In the absence of a teacher, to be solely responsible for a class of pupils, ensuring they are engaged in learning activity that has been set by a teacher.
- Effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school policy.
- Support pupils to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills.
- Liaise with teachers / other relevant staff with regard to work set for a class, and ensure you are suitably equipped and informed to be able to effectively supervise the assigned lesson.
- Feed back to the class teacher on pupil engagement in the set work and also on any issues that may have arisen during the covered lesson (s).
- Help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- Support the maintenance of an activity bank, contributing general activities as appropriate, 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.
- Contribute to the development and review of relevant policies (e.g. Cover, Behaviour Management, etc.)
- Assist in the evaluation of the impact of covered lessons on pupils and throughout the school.
- Undertake pupil registration of a class, as required.
- Promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- Develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- Assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences.
- Assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment.
- Undertake administrative duties relevant to the role.
- Invigilate 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 school, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled / qualified.

GENERAL REQUIREMENTS

- Ensure the values of Rise Multi Academy Trust are evident in every aspect of the discharge of the duties of the post;
- Model the highest professional standards to staff and pupils in all aspects of the role, leading by example, working at all times to the standards as set out in the staff Code of Conduct;
- Contribute to the formulation and implementation of the Rise Multi Academy Trust Improvement Plan;
- Be prepared to work 'across piece', being flexible and interested in other areas;
- Be aware of and take part in the Trust's Performance Management framework participating in training and development activities as required;
- Work in a manner that actively safeguards the wellbeing and safety of pupils, ensuring pupil voice and appropriate confidentiality;
- Carry out duties placed on staff by Health and Safety legislation;
- Carry out appropriate additional tasks at the request of the senior leader.

REVIEW AND AMENDMENT

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

PERSON SPECIFICATION

ATTRIBUTES	REQUIREMENTS	ESSENTIAL OR DESIRABLE
EDUCATION & TRAINING	NVQ 3 in Supporting Teaching and Learning, or equivalent OR able to demonstrate the ability to meet the SLT Level 3 National Occupational Standards relevant to this post.	E
	Level 2 qualifications in Maths/English OR able to demonstrate competency in Maths/English equivalent to the above.	E
EXPERIENCE & SKILLS	Experience of working with pupils in a formal setting without immediate supervision.	E
	A high level of verbal and written communication skills.	E
PERSONAL ATTRIBUTES	Ability and willingness to undertake professional development.	E
	Good interpersonal skills.	E
	Empathy with children and young people.	E
	Ability to effectively manage pupil behaviour in accordance with school policy and procedure.	E
	Ability to use own initiative to work flexibly and respond positively to a range of situations.	E
	Ability to work effectively as part of a team.	E
SAFEGUARDING & EQUAL OPPORTUNITY	Commitment to the highest standards of equality and celebration of diversity	E
	Must be able to recognise discrimination in its many forms and willing to put Trust's Equality Policies into practice.	E
	Commitment to safeguarding pupils.	E
	Knows and understands the principles and values of underpinning safeguarding and the promotion of the wellbeing of children and young people	E