



# St Mary and St John Church of England Primary School

*'Let all that you do be done in love'*

1 Corinthians 16:14

## Job description: Cover Supervisor

### Job details

**Job title:** Cover Supervisor

**Salary:** Grade 6

**Hours:** 8.30am – 3:30pm, term time

**Contract type:** Full time, permanent appointment. Term-time only - 38 weeks per year plus holiday pay

**Reporting to:** Phase Leader

**Responsible for:** N/A

### Duties and responsibilities

- In the absence of a teacher, to be solely responsible for a class of students, ensuring they are engaged in learning activity that has been set by a teacher.
- To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school/college policy.
- To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills.
- To liaise with teachers / other relevant staff with regard to work set for a class, and ensure you are suitable equipped and informed to be able to effectively supervise the assigned lesson.
- To feedback 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).
- 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, 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.
- To contribute to the development and review of relevant policies (e.g Behaviour Management, etc).
- To assist in the evaluation of the impact of covered lessons on pupils and throughout the school.

- To undertake pupil registration of a class, as required.
- 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 to ensure a relevant physical learning environment.
- To undertake administrative duties relevant to the role.
- 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.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Phase Leader.

#### Person specification

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>▪ Good numeracy/literacy skills (ie minimum GCSE A - C in Maths and English)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Completion of DfE Teacher Assistant induction programme</li> <li>▪ NVQ 2 for Teaching Assistants or equivalent qualifications or experience</li> <li>▪ First aid certificate</li> <li>▪ Cover supervision training</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>▪ Experience of working with/caring for children across the primary age range</li> <li>▪ Positive behaviour management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working in a Church of England School</li> <li>▪ Experience of covering whole class</li> </ul>

<p>Relevant knowledge, skills and attributes</p>	<ul style="list-style-type: none"> <li>▪ Effective use of IT to support learning</li> <li>▪ Understanding of the National Curriculum</li> <li>▪ Basic understanding of child development and learning</li> <li>▪ Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes</li> <li>▪ Ability to relate well to children and adults</li> <li>▪ Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>▪ Ability to act with integrity, confidentiality and with professionalism</li> <li>▪ Ability to take the initiative and to be appropriately responsive</li> <li>▪ Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use of technology</li> <li>▪ Knowledge of child protection issues</li> <li>▪ Understanding of relevant policies, codes of practice and awareness of relevant legislation</li> </ul>
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**Notes:**

This job description may be amended at any time in consultation with the post holder.

**Headteacher/line manager's signature:**

**Date:**

**Postholder's signature:**

**Date:** \_\_\_\_\_