

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

Job Title: Cover Supervisor

Job Purpose:

To provide cover for absent teachers, carrying out the functions of the teacher in accordance with the stated aims and objectives of the Cullingworth Village Primary School and of the absent teacher's department.

Main Duties / Responsibilities:

ORGANISATION

Cover Supervisors are expected to carry out the following duties to cover for short-term teacher absence.

- Deliver lessons appropriate to the age and ability of the students so as to facilitate progression in students' learning; the plans and resources for these lessons to be provided by class teachers/SLT
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of the available resources
- Implement Cullingworth Village Primary School Policy with regard to registration, student absence, dress code, behaviour
- Enforce Cullingworth Village Primary School rules relating to Health and Safety
- Provide advice and guidance to staff, students and others

In addition, Cover Supervisors are expected to carry out the following duties when providing cover for long term teacher absence

- In consultation with the Class Teachers/SLT and in accordance with the schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students, so as to facilitate progression in students' learning
- When covering the absence of a Class Teacher, fulfil the duties and responsibilities defined in the Class Teacher's job description
- Facilitate the general progress and well-being of any individual student within any group of students assigned to her/him, providing guidance and advice to students on educational and social matters
- Contribute to appropriate extra-curricular provision
- Provide classroom assistance and support for individual student needs if necessary

ADMINISTRATION

- Record and report on the development, progress and attainment of the students assigned to her/him, within the school guidelines if required
- Attend relevant meetings and carry out relevant administrative tasks

RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, Internet, Email, SIMS)
- Use administration and teaching supplies resourcefully

Job Specification

	Essential	Desirable
Experience	<p>Experience of working with children of relevant age</p> <p>Experience of working with pupils with additional needs</p> <p>Experience of working in a team situation.</p>	<p>Experience of marking in line with school policy</p> <p>Experience of planning and resourcing PPA lessons with support from class teachers</p> <p>Experience of full class supervision</p>
QUALIFICATIONS/ TRAINING	<p>GCSE English and Maths or equivalent</p> <p>Good ICT skills.</p>	<p>Other relevant qualifications relating to the post e.g. Level 3 NVQ in Teaching & Learning/Health/Childcare, first aid qualification</p> <p>A-Level qualifications or higher in academic subjects.</p> <p>Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. relevant learning strategies, literacy and/or particular curriculum or learning area such as sign language, bi-lingual, dyslexia, ICT, math, English etc.</p>
PERSONAL ATTRIBUTES AND SKILLS	<p>Working knowledge of relevant policies/codes of practice/legislation</p> <p>Working knowledge of national curriculum and other relevant learning programmes</p> <p>Ability to plan effective actions for pupils at risk of underachieving</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>Work constructively as part of a team, understanding classroom roles and responsibilities and your own</p>	<p>Understanding of principles of child development and learning processes and in particular, barriers to learning</p> <p>Ability to remain calm under pressure; prioritising conflicting demands.</p> <p>Good organisational and problem solving skills with the ability to work proactively and independently</p>

	<p>position within these</p> <p>Knowledge of Behaviour Management.</p> <p>An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.</p> <p>Maintain confidentiality in matters relating to the school, its pupils, parents or carers.</p> <p>An understanding of the needs of a multicultural society.</p> <p>Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change.</p> <p>Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties.</p>	
Safeguarding	<p>Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</p>	
Additional	<p>Two professional references which recommend without reservation.</p> <p>The post holder meets all safeguarding requirements.</p> <p>Ability to complete basic administrative tasks</p>	