



ST PHILIP HOWARD CATHOLIC VOLUNTARY ACADEMY

JOB DESCRIPTION

COVER SUPERVISOR

Reports to: Associate Assistant Headteacher

Accountable to: Associate Assistant Headteacher & Deputy Headteacher

This job description

- i. will be reviewed annually and may, after negotiation and consultation, be changed according to the needs of the school
- ii. lies within the framework of current APT&C Conditions of Service
- iii. was reviewed in June 2005.

Job Purpose

- To work under the guidance of teachers and/or members of the school Leadership Team and within an agreed system of supervision.
- To support individuals and groups of pupils to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.
- To supervise whole classes during the short-term absence of the teacher. The main focus of such cover will be to respond to questions, assist pupils to undertake set activities and stay on task and maintain order.
- To act as an examination invigilator, when required. To provide administrative support for the school when not required for cover invigilation.

Support for pupils when supervising classes in the absence of the teacher

- To invigilate internal and external examinations when required.
- To register and record student attendance.
- To instruct students regarding the work left by their teacher.
- To provide students with the necessary resources for their learning.
- To enable orderly entrance and exit of classrooms.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To create a calm and purposeful environment in which pupils can complete work set by the classroom teacher and engender high expectations.
- To follow school systems and procedures on behaviour management.
- To report back as appropriate using the school's referral procedures on the behaviour of pupils during the class and any issues arising.
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To liaise with teacher(s) about cover work.
- To be aware of particular pupils' specific needs as identified in IEP's.
- To support pupils in using basic ICT as directed

Support for the School

- Support for the Curriculum when supervising classes in the absence of a teacher.
- To collate a bank of supervision work in liaison with the relevant members of the teaching staff.
- Be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for pupils.
- Attend and participate in regular meetings, including staff meetings.
- Participate in training and other learning activities and an annual performance review as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of other support staff as appropriate.
- Undertake planned supervision of pupils' out-of-school-hours learning activities.
- Assist with the supervision of pupils out of lesson time, including before and after school and at breaktimes.
- Supervise pupils on visits, trips and out-of-school activities as required.
- Provide clerical/admin support, eg, photocopying, typing, filing, collecting money etc

Education/Qualification/Knowledge

- 1.1 No specific formal qualification required but expected NVQ Level 3 or equivalent as a minimum
- 1.2 Excellent numeracy/literacy skills
- 1.3 Understanding of principles of child development and learning processes
- 1.4 Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs

Experience

- 2.1 Experience of working within a school

Aptitudes and Skills

- 3.1 Ability to effectively use ICT packages
- 3.2 Ability to use relevant equipment/resources and technology
- 3.3 Knowledge of relevant policies/codes of practice and awareness of relevant legislation
- 3.4 Good verbal and written communication skills and ability to relate well to children and adults
- 3.5 Work constructively and flexibly as part of a team, understanding school roles and responsibilities.
- 3.6 Ability to identify own training and development needs and participate in on-going training
- 3.7 Ability to manage classroom activities and the physical learning space safely.

Personal Attributes

- 4.1 Ability to deal calmly with different situations as they arise
- 4.2 Develop good relationships with pupils, parents and staff
- 4.3 Understand and respect the principles of confidentiality

Circumstances

5.1 Where appropriate, to attend events and meetings outside normal school hours

Equal Opportunities

6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities

Signed:

Post Holder

Date:

Signed:

Headteacher

Date: