

	<b>Job Description:</b>  <b>Cover Supervisor</b>	<b>Salary Scale:</b>	<b>Scale 6</b>
		<b>Hours/Weeks:</b>	<b>33 hours/39 weeks</b> (8.10 start on Monday and 8.20 all other days; finish time to be discussed at interview)
		<b>Updated:</b>	<b>September 2018</b>

<b>Person reports to:</b>	<ul style="list-style-type: none"> <li>• Cover Manager</li> </ul>
<b>Person supervises:</b>	<ul style="list-style-type: none"> <li>• Teaching Assistants (when required)</li> </ul>
<b>Purpose of Job:</b>	<ul style="list-style-type: none"> <li>• To support the education and welfare of pupils as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements.</li> <li>• You will be working with whole classes, smaller groups and individuals.</li> <li>• To assist the Cover Manager with the schools' cover for teaching staff on a daily basis.</li> <li>• To assist with the work of duty staff at school breaks and lunch to ensure the safety and well-being of pupils, visitors and staff.</li> </ul>

## MAIN DUTIES AND RESPONSIBILITIES

### 1. Professional Standards

- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and be concerned for their development as learners.
- To demonstrate and promote the positive values, attitudes and behaviour expected from the pupils at all times.
- To work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice.
- To liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning.
- To improve your own practice, including through observation, evaluation and discussion with colleagues.

The following teaching and learning activities in sections '2' to '5' should take place under the direction and supervision of a qualified teacher in accordance with arrangements made by the head teacher of the school. The sentences in *Italics* are "specified work" which may happen in the absence of the teacher from the classroom. However the original class teacher remains responsible for its pupil's progress.

## **2. Planning and Expectations**

- Contribute effectively to teachers' planning and preparation of lessons.
- Planning and preparing of lessons for pupils.
- Work within a framework set by the teacher, plan your role in lessons including how you will provide feedback to pupils and colleagues on pupils' learning and behaviour.
- Contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.
- Contribute to the delivery of English and Literacy interventions in the school.
- If needed, to be a tutor within a house team.

## **3. Monitoring and Assessment**

- Support teachers in evaluating pupils' progress through a range of assessment activities.
- *Evaluate pupils' progress through a range of assessment activities.*
- Monitor pupils' responses to learning tasks and modify your approach accordingly.
- Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn.
- Contribute to maintaining and analysing records of pupils' progress.
- *Maintain and analyse records of pupils' progress*
- Assessing the development, progress and attainment of pupils.
- *Reporting on the development, progress and attainment of pupils.*
- Assist in managing pupil data by gathering information inputting data and considering results.

## **4. Teaching and Learning Activities**

- *Delivering lessons to pupils. This includes delivery via distance learning or computer aided techniques.*
- Use clearly structured teaching and learning activities, that ensure you maintain interest and motivate pupils, and advance their learning.
- Communicate effectively and sensitively with pupils to support their learning.
- Promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Where relevant, to guide the work of other adults supporting teaching and learning in the classroom.

- Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.

## **5. Supervision**

- To provide first line supervision of Teaching Assistants, including organising placements and arranging cover.
- To provide guidance to Teaching Assistants, including role modelling and supporting their training and assisting in assessing needs.
- To represent Teaching Assistants at meetings, ensuring their role is included in the planning of work and the achievement of school aims.
- To assist in managing pupil data by gathering information, inputting pupil data and considering the results.
- To undertake Performance Management and appraisal of staff supervised

## **6. Other**

- To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
- To supervise pupils during breaks and/or lunchtimes if required.
- Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.
- Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.

## **7. Data Protection**

- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties.

## **8. Additional duties**

- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Maintain high standards of professional behaviour and presentation.
- Produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
- Supervise pupils during breaks and/or lunchtimes if required.
- Carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.

- Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.
- Any other duties commensurate with the grade which may be required from time to time by the headteacher, classroom teachers or other leadership team members.
- All staff are expected to take part in necessary training and staff development.

### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

### **SAFEGUARDING CHILDREN**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

**Person Specification and Selection Criteria****Scale****Scale 6****Cover Supervisor****Updated April 2017**

<b>Essential</b>	<b>Essential/ Desirable</b>	<b>How the selection criteria will be assessed</b>
<b>Qualifications</b>		
Educated to GCSE or equivalent level, including at least a C grade in English and Maths	E	Application Form
Relevant IT software package qualifications / certification	D	Application Form
Relevant, recent training qualification/certification (e.g. HLTA qualification)	D	Application Form
Educated to Degree level	D	Application Form
<b>Professional Experience, Knowledge and Understanding</b>		
Experience of working as a Cover Supervisor or officer in a similar environment	E	Application Form, Interview
Experience of advancing pupils learning in a range of classroom settings, including working with individuals, small groups and whole classes	D	Application Form, Interview, Test
Be familiar with the school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which you are involved	E	Application Form, Interview, Test
Understand the aims, content, teaching strategies and intended outcomes for the lessons in which you are involved, and understand the place of these in the related teaching programme	D	Application Form, Interview, Test
Willingness to participate in further training and development opportunities offered by the school	E	Application Form, Interview
Experience of planning and coordinating the work of others in a time pressured environment	D	Application Form
Experience of using Microsoft Office and/or Google to produce a range of professional documents	E	Application Form, Interview, Test
<b>Abilities and Skills</b>		
Proficient in IT with particular skills in MS Word, Excel and/or Google	E	Application Form, Test
Proficient user of SIMS or other MIS	E	Application Form, Test
Significant organisation and administrative skills	E	Application Form, Interview, Test
Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality.	E	Application Form, Interview, Test
Excellent interpersonal skills and solution focussed approach to professional relationships	E	Application Form, Interview
Ability to consult and negotiate with external agencies to reach the best outcome for the school	E	Application Form, Interview
Ability to work under pressure and meet deadlines whilst still being polite and reasonable	E	Application Form, Interview
The ability to build and maintain relationships with staff and students	E	Application Form, Interview
Ability to plan time effectively and to organise the work of others	E	Application Form, Interview
The ability to work in a demanding environment, meeting tight deadlines and the professional judgement of how to prioritise and delegate when necessary	E	Application Form, Interview
Ability to demonstrate initiative	E	Application Form, Interview

<b>Personal Qualities</b>		
Early Starter	E	Application Form
A commitment to working in a busy school environment	E	Application Form, Interview
Flexible, motivated and committed to high standards of working	E	Application Form, Interview
Good attendance and punctuality	E	Application Form, Interview
Energy and enthusiasm	E	Application Form, Interview
Adaptability to changing circumstances and new ideas	E	Application Form, Interview
Professional approach to working	E	Application Form, Interview
Resilient and determined to achieve goals	E	Application Form, Interview
Committed to the ethos of the school	E	Application Form, Interview
Willingness to be flexible and take on additional duties as and when required	E	Application Form, Interview
<b>Equal Opportunities Awareness</b>		
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	Application Form, Interview
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	E	Application Form, Interview
A commitment to working in a flexible and collaborative manner with all members of the school community	E	Application Form, Interview
<b>Child Protection and Safeguarding Awareness</b>		
An understanding of child protection and safeguarding matters	E	Application Form, Interview
A commitment to safeguarding and promoting the welfare of young people	E	Application Form, Interview