** The Avon Valley School**

**&**

**Performing Arts College,**

**Newbold Road,**

**Rugby**

**CV21 1EH**

**Avon Valley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Job description:**

**Cover Supervisor**

**POSITION: Cover Supervisor**

**RESPONSIBLE TO: Cover Manager**

**GRADE: Scale F SCP 17-21**

**Broad Description:**

Providing cover and supervising whole classes during the short term absence of teachers.

*(Cover for short term absences may be provided by someone who is not a qualified teacher, ie a “cover supervisor”. Such absences may be unplanned, e or be planned)*

**Main Purpose:**

Cover supervision occurs when students are undertaking self directed learning, where the work has been set and students can work independently and keep on task. No active teaching occurs during cover supervision.

The Cover Supervisor will provide learning activities for classes under the professional direction and supervision of the class teacher.   
Cover Supervisors will need to ensure good behaviour of the pupils and make sure the pupils engage in the learning activity.

The Cover Supervisor will be required to respond to pupil’s general questions and give feedback to the teacher on broad issues such as behaviour but will not be expected to undertake detailed planning, preparation, delivery or assessment of pupils’ progress and/or development.

**Responsibility for people (other than employees supervised/managed):**

The post has some impact on the well being of individuals or groups (ie physical, mental, social, health and safety).

**Responsibility for staff:**

The post has little direct responsibility for supervising other staff though the post holder may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

**Responsibility for budget:**

The post has no direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.

**Responsibility for physical resources:**

The post has some responsibility for physical resources involving record keeping and ensuring the appropriate handling and careful use of equipment (eg computer / PC/ teaching materials/resources) during cover supervision.

**TYPICAL TASKS, DUTIES AND RESPONSIBILITIES**

**Support to students:**

* Establish productive working relationships with students, acting as a role model and setting high expectations.
* Promote the inclusion and acceptance of all students within the classroom, encourage them to interact and work co-operatively with others and engage all in activities
* Monitor and provide for the care, safety and welfare of students

**Support to teachers:**

* Provide cover supervision when the teacher responsible for the class is absent on short-term absence (which may be planned or unplanned). Cover supervision involves:
  + Supervising a whole class to undertake set work/activities and can include introducing and closing the class
  + Maintaining good order and managing behaviour constructively
  + Promotion of self control and independence
  + Keeping students on task as necessary
  + Responding appropriately to questions raised by students
  + Collecting any completed work and returning it to the appropriate teacher
  + Dealing with immediate problems and emergencies in accordance with the school’s policies
  + Reporting back on behaviour of students during the class and any issues arising

**Examples of activities**:

* pencil and paper set work, revision, questions or tests.
* practising spellings or other factual recall activities.
* taking registration while the students under undertake reinforcement activities
* supervising set work, following introduction and explanation by a teacher, with or without the possibility of the teacher returning later in the lesson
* supervising group activities such as board games, mathematical games, memory or co-ordination skills games, use of construction materials, practice and/or revision sessions.
* Undertake routine marking of students work (e.g. tests, multiple choice questions, spelling)
* Undertake admin tasks as appropriate

**Support to the school:**

* Understand and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
* Understand the school’s policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies.
* Be aware of and support differentiation and ensure all students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Attend and participate in regular meetings and participate in training and other learning activities as required
* Undertake planned supervision of students out of school hours learning activities, where appropriate
* Supervise students on visits, trips under the overall guidance of the responsible teacher, in accordance with an appropriate risk assessment and LEA guidance.

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| **Person Specification for Cover Supervisor** | |
| **Experience:** | * Experience working with children of relevant age * Full working knowledge of relevant policies/codes of practice and general awareness of relevant legislation. * Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment * Working knowledge of national curriculum and other relevant learning programmes * Understanding of principles of child development and learning processes and in particular, barriers to learning * Ability to plan, with support, effective action for pupils at risk of underachieving |
| **Qualifications or Training:** | * NVQ Level 3 or equivalent qualification or experience Good numeracy/literacy skills. |
| **Practical Skills:** | * Necessary skills to manage classroom activities and the physical learning spaces safely. * Have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations. * An ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving. * Organise and keep effective records. * Ability to raise self esteem in children. * Excellent communication skills, both verbal and written. * Good interpersonal skills with children and adults. * The ability to critically evaluate own performance. * Flexible with effective time management skills. * Willingness to utilise the possibilities of ICT in the development of the post. |
| **Personal Qualities & Attributes:** | * Ability to relate well to children and adults. * Calm and patient with children. * Ability to work within a team. * Enthusiastic and flexible. * Ability to smile when things don’t quite according to plan. |

**Conditions of Service**

Governed by the National Joint Council For Local Government Services, National Agreement on Pay and Conditions of Service, The Green Book.

This job description will be reviewed annually and may be subject to amendment or modifications at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties. It is your responsibility to be aware of this job description and apply it to your duties, to maintain your professional portfolio and to participate in the staff appraisal scheme.