Cover Supervisor – Job Description

**Purpose:**

The primary focus of this post will be to ensure good behaviour both in and out of the classroom, keep students on task, respond to questions and generally assist students with their learning and behaviour.

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

Cover Supervisors have the appropriate skills, ability and confidence to supervise whole classes when directed in the absence of a Teacher.

**Reporting to:**

Deputy Head - Staff

**Support for Students**

* Support students to access learning using appropriate strategies and resources, as directed by Subject Leader
* Provide objective and accurate feedback to other staff on students’ achievement, progress and other matters, ensuring the availability of appropriate evidence
* Support to students within lessons as part of a structured programme of assistance
* Promoting and helping with extra curricula needs and after-school/holiday activities
* Record all incidents dealt with on the events log
* Assess the needs of students and use detailed knowledge and specialist skills to support students’ learning
* Support students consistently whilst recognising and responding to their individual needs

**Support for the School**

* Contribute to the overall ethos/work/aims of the school.
* Maintain confidentiality of information in line with the policies and procedures
* Complete the administrative duties relevant to the role of Cover Supervisor, including planning, record keeping, reports and feedback to staff
* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the appropriate person.
* Accompany teachers and students on school trips and to assist in other activities as and when required
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Willing to transport students on trips and events in the school minibus (training given)
* In the event of cover not being needed at a particular time, Cover Supervisors will be required to participate in other duties
* To undertake duties as deemed necessary at the request of the Headteacher commensurate with the scale of the post or below.

**Maintaining Professional Competencies**

* To operate within agreed legal, ethical and professional boundaries when working with students and young people and those involved with them
* Help to create and sustain a learning culture using current teaching strategies such as cooperative learning structures
* Ensure own professional competence remains sufficient to provide effective support by seeking support for your practice and development. Keep informed of relevant legislation

Cover Supervisor – Person Specification

**Qualifications**

* Level 4 qualification, Higher Level Teaching Assistant standards or equivalent qualification
* Good numeracy/literacy skills
* First Aid Qualification desirable (or willing to undertake)

**Experience**

* Teaching or support as a Higher level Teaching Assistant
* Experience of working with students and young people in an educational environment
* Experience of working with students with additional needs
* Confident use of ICT to assist communication and students’ learning and progress

**Knowledge/Skills**

* Working knowledge of national curriculum and other relevant learning strategies
* Understanding of principles of child development and learning processes
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
* Excellent communication skills
* Understand range of support services/providers
* Ability to plan effective actions for students at risk of underachieving
* Ability to self-evaluate learning needs and actively seek learning opportunities

**Personal style and behaviours**

* Develops good relationships with others by behaving with integrity, treating people with respect and leading by example. The post holder should be:
* A patient, active listener
* Reliable, approachable and flexible
* A keen observer
* Able to encourage and challenge assumptions
* Able to handle sensitive information, maintaining confidentiality when necessary
* Able to work in 1:1 mentoring relationships
* A good role model
* Able to monitor and assess students’ learning needs
* Able to work collaboratively with other adults, inside and outside school
* Have good verbal communication skills to deal with students and adults
* Well-organised and capable of prioritizing their own work
* Able to work effectively to tight time scales