



## JOB DESCRIPTION

<b>Post Title:</b> Cover Supervisor	<b>Pax Christi Catholic Partnership</b>	<b>Office Use</b>
<b>Scale: 4 Points:</b> 18 to 21	<b>Workplace:</b> St Benet Biscop Catholic Academy, Bedlington	<b>Job Ref:</b> PAXSBB12
<b>Responsible to:</b> Cover Manager, SLT members	<b>Date:</b> September 2015	

**Job Purpose:** To work under the guidance of teaching/senior staff and within an agreed system of supervision, to supervise whole classes during the short term absence of the class teacher. The primary focus will be to maintain good order and to keep pupils on task. Staff involved in cover supervision will be expected to respond to pupils' questions and generally support pupils in learning activities in line with school's policies and procedures.

<b>Resources</b>	Staff	None
	Finance	None
	Physical	School & classroom resources and data.
	Clients	Internal (Teachers, Other Staff, Pupils, Governors, Directors, Parents, Visitors).

### Key Organisational Objectives

The Postholder will contribute to the Academy's objectives in service delivery by:

- Promoting the Academy ethos, in which the highest achievements are expected from all members of the Academy community.
- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the Academy Equalities policies.
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment
- At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos of the Academy

### General

- Within an agreed framework of supervision, during the short term absence of the classroom teacher, supervise and support pupils undertaking work and support work to establish an appropriate learning environment.
- To undertake activities, as directed by the teacher, with whole classes, individuals or small groups of pupils.
- Manage pupil behaviour and deal promptly with conflicts and incidents in line with school policy
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives.
- Provide the class teacher with accurate and objective feed back on pupil progress and other matters.
- Undertake the maintenance of pupils' records and accurately record achievement.
- Gather information from parents and carers as directed.
- Establish constructive relationships with parents and carers and participate in feedback sessions as directed.
- Administer routine tests and invigilate exams.
- Administration tasks, including photocopying, filing, laminating and resource creation
- To produce and create department specific educational displays
- Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc.

***Staff involved in cover supervision will be expected to respond to pupils' questions and generally support pupils in learning activities in line with school's policies and procedures.***

### Support for Pupils

- Use specialist skills, training, or experience to support pupils learning.
- Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.
- To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
- Encourage children to engage in, and participate in learning activities lead by the class teacher.
- To have challenging expectations that encourages children to act independently and build self-esteem.
- Provide feedback to pupils in relation to progress and achievement.

### Support for the Curriculum

- Implement agreed teaching programmes, adjusting activities according to pupil responses and needs.
- Help pupils to understand instructions
- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support use of ICT in learning and develop pupils' competence and independence in its use.
- Help pupils access learning activities through specialist support.
- Determine the need for, prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.

### Support for the School

- Comply with all school policies relating to:
  - Health and Safety
  - Equal Opportunities
  - Child Protection
  - Confidentiality and data protection.
- Work in such as to promote the ethos and vision of the school.
- Participate in training and development, and activities that contribute to the management of performance.
- Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and members of the school's management.
- Attend and participate in regular meetings.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

### Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

None

Part time, term time + 5 days

Normally indoors.

# PERSON SPECIFICATION

## Appendix 2



<b>Post Title:</b> Cover Supervisor		<b>Pax Christi Catholic Partnership – St Benet Biscop Catholic Academy</b>	<b>Job ref:</b> PAXSBB12
<b>Essential</b>		<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>			
<p>Very good numeracy and literacy skills;</p> <p>NVQ 3 for Teaching Assistants or equivalent qualifications and practical experience in a TA role.</p> <p>Participated in training related to various national strategies e.g. literacy and numeracy</p> <p>Experience of being able to hold the attention of a class of children.</p>		<p>First Aid at Work, First Aid – paediatric</p>	<p>(a)</p> <p>(i)</p> <p>(r)</p>
<b>Experience</b>			
<p>Working with children of the relevant age.</p> <p>Implementation of relevant national strategies.</p> <p>Experience of using ICT in a classroom situation to support learning.</p>		<p>Clerical duties.</p> <p>Report Writing.</p> <p>Working with children with additional needs.</p>	<p>(a)</p> <p>(i)</p> <p>(t)</p>
<b>Skills and competencies</b>			
<p>Good understanding of the principles of child development and the learning process</p> <p>Can actively self- evaluate learning needs and seek out learning opportunities</p> <p>Can work as a member of a team, understanding their role in the classroom and associated responsibilities.</p> <p>Ability to relate to children and adults</p> <p>Ability to work independently and as a member of a team</p> <p>Have a positive approach and outlook</p>		<p>NVQ 2 ICT Qualification or in-service training and experience of using ICT in a learning environment</p> <p>Working knowledge of relevant policies/procedures/codes of practice and awareness of relevant legislation eg safeguarding</p>	<p>(a)</p> <p>(i)</p> <p>(r)</p> <p>(t)</p>
<b>Physical, mental and emotional demands</b>			
<p>Concentrated periods of mental attention and the ability to work to deadlines, whilst being exposed to conflicting demands.</p> <p>Normal lifting activities will be required.</p>			<p>(i)</p> <p>(r)</p>
<b>Other</b>			
<p>Willingness to participate in training and development</p>			<p>(i)</p>

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits