**Ysgol Clywedog**

Job Description

**Post: Cover Supervisor - 30 hours per week term time only**

**(based on Teaching Assistant - Supporting & Delivering Learning - Level 4 - L06 (Point Range 18-23) - Job I.D 1070)**

**Purpose**

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover supervisors will need to respond to questions and generally assist pupils to undertake set activities.

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| **Item** | **Essential** | **Desirable** |
| **Qualifications** | Meeting Higher Level Teaching Assistant standards or equivalent qualifications or experience;  Excellent numeracy/literacy skills – equivalent to NVQ level 2 in Maths and English;  Training in relevant learning strategies e.g. literacy;  Specialist skills/training in curriculum or learning area e/g bilingual, sign language, ICT. |  |
| **Experience** | Experience working with children of relevant age in a learning environment |  |

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| **Knowledge and Skills** | Can use ICT effectively to support learning;  Full working knowledge of relevant policies/codes of practice/legislation;  Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programme strategies;  Good understanding of child development and learning process;  Understanding of statutory frameworks relating to teaching;  Ability to organise, lead and motivate a team;  Constantly improve own practice/knowledge through self-evaluation and learning from others;  Ability to relate well to children and adults;  Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |  |