



JOB DESCRIPTION

School MOUNT ST JOSEPH
Job Title COVER SUPERVISOR
Grade GRADE 5

Primary Purpose of the Job 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.
To supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task. Cover Supervisors will need to respond to questions and generally assist students to undertake set activities. 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.

Responsible to Head of Teaching and Learning

Responsible for

Principal Responsibilities Provide support for the student, teacher, curriculum and the school

MAIN DUTIES

- To communicate and deliver the work set by the teacher to the students.
 - To assist students as appropriate during lessons.
 - To oversee the distribution and collection of books and other equipment as appropriate to the lesson and return to teaching staff.
 - To support teaching staff in classrooms by putting up displays, photocopying work and other administrative tasks.
 - To assist with examination invigilation, maintaining the rules set by external examination boards and the in-house supervisors.
 - To complete other administration duties reasonably requested by the Departmental Head or member of SLT (Senior Leadership Team)
 - To liaise with subject and pastoral staff providing information as required from lessons covered.
- To support with the school patrol system as directed.
- To implement the school's behaviour management programme, reporting misbehaviour to the appropriate line manager.

Support for the curriculum

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to student learning styles and individual needs.
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Assist students to access learning activities through specialist support e.g. curriculum/SEN specialism.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the school

- Be aware of and comply with school policies and procedures relating to child protection, health & safety and security, confidentiality and data protection. Report all concerns to the appropriate person.
- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plans
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in regular meetings as required.
- Participate in training and other learning activities as required.
- Establish own best practice and use to support others.
- Assist with the planning of opportunities for students to learn in out-of-school contexts, according to school policies and procedures and within working hours.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- **Customer Care** - To provide quality services in line with customer requirements. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.
- **Develop oneself and others** - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.
- **Valuing Diversity** -To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION



School MOUNT ST JOSEPH

Job Title COVER SUPERVISOR

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1. Skills and Knowledge		
1.1	Ability to work effectively within a team environment, understanding classroom roles and responsibilities	Application Form/Interview
1.2	Ability to build effective working relationships with all students and colleagues	Application Form/Interview
1.3	Ability to promote a positive ethos and role model positive attributes and behaviour	Application Form/Interview
1.4	Excellent personal numeracy and literacy skills	Application Form/Interview
1.5	Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate	Application Form/Interview
1.6	Ability to adapt own approach in accordance with student needs	Application Form/Interview
1.7	Effective use of ICT to support learning	Application Form/Interview
1.8	Understanding and working knowledge of the national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas etc.	Application Form/Interview
1.9	Working knowledge and understanding of principles of child development, learning styles and independent learning	Application Form/Interview
1.10	Working knowledge of relevant policies/codes of practice/legislation	Application Form/Interview
1.11	Understanding of inclusion, especially within a school setting	Application Form/Interview
1.12	Experience of resources preparation to support learning programmes	Application Form/Interview
1.13	Ability to use other basic technology – video, photocopier	Application Form
1.14	Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application Form/Interview
1.15	Valuing Diversity – Listen, support and monitor the diverse contributions made to service department without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form/Interview

1.16	Developing Self and Others - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others	Application Form/Interview
------	---	----------------------------

2. Experience/Qualifications/Training etc		
2.1	Experience of working with children in an educational setting (within specified age range/subject area)	Application Form
2.2	Education: 3 GCSEs A*-C or equivalent (including English & Maths)	Application Form
2.3	Educated to Degree level (or equivalent)	Application Form
2.4	Willingness to participate in relevant training and development opportunities	Application Form/Interview
2.5	Supervisory experience	Application Form

3. Work Related Circumstances – Professional Values & Practices		
3.1	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application Form/Interview
3.2	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form/Interview
3.3	Demonstrate and promote the positive values, attitudes and behaviour they expect from the students with whom they work	Application Form/Interview
3.4	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form/Interview
3.5	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	Application Form/Interview
3.6	Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form/Interview
3.7	Demonstrate excellent time management skills	Application Form/Interview