



# **Thomas More Catholic School**

## **Associate staff Cover Supervisor**

### **Supporting and Delivering Learning**

### **Role Profile and Person Specification**



# THOMAS MORE CATHOLIC SCHOOL

## Role Profile

<b>Job Title:</b>	<b>Cover Supervisor</b> <b>Supporting and Delivering Learning</b>
<b>Scale:</b>	<b>Scale 4, point 22-25</b>
<b>Hours:</b>	<b>35hrs per wk x 46.2wks per yr</b> <b>Mon-Fri 8.00am-3.45pm (inc. 45min unpaid lunchbreak)</b>
<b>Location:</b>	<b>Thomas More Catholic School</b>
<b>Reports to:</b>	<ul style="list-style-type: none"><li>• <b>SLT Line Manager</b></li><li>• <b>HT</b></li></ul>
<b>Responsible for:</b>	<b>N/A</b>
<b>Role Purpose and Role Dimensions:</b>	<ul style="list-style-type: none"><li>• To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.</li><li>• This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring students and assessing, recording and reporting on students' achievement, progress and development.</li></ul>
<b>Commitment to Diversity:</b>	<ul style="list-style-type: none"><li>• As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes.</li><li>• Also to commit to continually developing personal understanding of diversity.</li></ul>
<b>Key External Contacts:</b>	<ul style="list-style-type: none"><li>• Under instruction/guidance, liaison with parents / guardians.</li></ul>
<b>Key Internal Contacts:</b>	<ul style="list-style-type: none"><li>• HT.</li><li>• SLT.</li><li>• Teaching staff.</li></ul>
<b>Financial Dimensions:</b>	<b>N/A</b>
<b>Key Areas for Decision Making:</b>	<ul style="list-style-type: none"><li>• Following school policy.</li><li>• Professional judgement re choice of learning activities.</li></ul>
<b>Other Considerations:</b>	<ul style="list-style-type: none"><li>• Carry out any task as may be reasonably requested by the Head teacher.</li></ul>

## **Key Accountabilities and Result Areas:**

### **Support for Students**

## **Key Elements:**

### **This will involve:**

#### **Core Duties**

- Assessing the needs of students and using detailed knowledge and specialist skills to support students' learning.

#### **Additional Duties**

- Establishing productive working relationships with students, acting as a role model and setting high expectations.
- Promoting the inclusion and acceptance of all students within the classroom.
- Supporting students consistently whilst recognising and responding to their individual needs.
- Encouraging students to interact and work co-operatively with others and engaging all students in activities.
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance.
- Providing feedback to students in relation to progress and achievement.

### **Support for the Teacher**

### **This will involve:**

#### **Core Duties**

- Within an agreed system of supervision, planning challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitoring and evaluating student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Providing objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.

#### **Additional Duties**

- Organising and managing appropriate learning environment and resources.
- Working within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
- Supporting the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.

## **Key Accountabilities and Result Areas:**

### **Support for the Curriculum**

## **Key Elements:**

### **This will involve:**

#### **Core Duties**

- Delivering learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs.
- Delivering local and national learning strategies e.g. literacy, numeracy, KS3-4 and making effective use of opportunities provided by other learning activities to support the development of students' skills.

#### **Additional Duties**

- Using ICT effectively to support learning activities and develop students' competence and independence in its use.
- Selecting and preparing resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds.
- Advising on appropriate deployment and use of specialist aid/resources/equipment.

### **Support for the School**

### **This will involve:**

#### **Core Duties**

- Taking the initiative as appropriate to develop appropriate multi-agency approaches to supporting students.
- Recognising own strengths and areas of specialist expertise and using these to lead, advise and support others.

#### **Additional Duties**

- Complying with and assisting with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Being aware of and support difference and ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To administer first aid, as part of a team (training provided).

#### **Administrative Duties**

- Provide routine administrative support e.g. photocopying, filing.
- Liaise with staff, prepare and display departments work.

## **Key Accountabilities and Result Areas:**

## **Key Elements:**

### **Green Statement**

#### **This will involve:**

- Seeking opportunities for contributing to sustainable development of the borough, in accordance with the school's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

### **Data Protection**

#### **This will involve:**

- Being aware of the school's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

### **Confidentiality**

#### **This will involve:**

- Being expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. (Whistle blowing Policy)

### **Equalities**

- The Governors of TMCS have a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### **Customer Care**

#### **This will involve:**

- Ability to demonstrate a commitment to customer care.

### **Health and Safety**

- Every employee is responsible for their own Health and Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

**Key Accountabilities and  
Result Areas:**

**To contribute as an effective and  
collaborative member of the School  
Team**

**Key Elements:**

**This will involve:**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School Service
- Supporting, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions



## Thomas More Catholic School

### Person Specification

#### Job Title:

Cover Supervisors – Supporting & Delivering Learning

#### Essential knowledge:

- Meet Higher Level Teaching Assistant standards or equivalent qualification or experience.
- Training in relevant learning strategies e.g. literacy.
- Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT.
- Full working knowledge of relevant policies/codes of practice/legislation.
- Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies.
- Good understanding of child development and learning processes.
- Understanding of statutory frameworks relating to teaching.
- Appropriate knowledge of first aid.

#### Essential skills and abilities:

- Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths.
- Can use ICT effectively to support learning.
- Ability to organise, lead and motivate.
- 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.

#### Essential experience:

- Experience working with children of relevant age in a learning environment.

#### Special conditions:

- Enhanced DBS check.