

- To provide regular positive feedback to students regarding progress and behaviour
- To operate the school sanctions and rewards policy throughout the lesson
- To accompany the class groups to the other teaching spaces within school such as the LRC, ICT suites or the main hall if required
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Administration and other duties

- To provide appropriate feedback and information to the class teacher and Head of Faculty regarding student progress, attitude and application on the Cover Supervisor report form (CSR) in order to support the target-setting process and in regard to the sufficiency of work set, and how engaging it appeared for the students
- To support the Form Tutor or cover for them, carrying out set work and tasks and supporting the learning of students and their supervision
- To assist with the examination invigilation of small groups of SEN students
- To undertake other related duties which the Headteacher may require within a reasonable workload.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

Equalities

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.



LONDON BOROUGH OF LEWISHAM

PERSON SPECIFICATION

Title:	Cover Supervisor	Grade:	Scale 4 (pts 8-10)
School:	Sydenham School	Reports to:	Head of HR
Hours:	Monday to Friday 32.5 hours per week TTO + Inset = 39 Weeks		

EXPERIENCE (Essential Requirements)

- Experience working with children of a relevant age.

QUALIFICATIONS/TRAINING (Essential Requirements)

- NVQ 3 or equivalent qualification or experience in relevant discipline
- GCSE English & Mathematics/equivalent qualifications/skills level.

KNOWLEDGE/SKILLS (Essential Requirements)

- Experience of working with whole classes of children aged 11-18 years
- Demonstrable classroom management skills
- Effective use of ICT and other specialist equipment/resources
- Knowledge and understanding of the education system, of relevant policies/codes of practice and awareness of relevant legislation
- Understanding of the principles of child development and learning processes and, in particular, barriers to learning
- Ability to work constructively as part of a team, to understand classroom roles and responsibilities and own position within these
- Ability to relate well to children and adults
- Ability to use own initiative and employ sound judgement and apply a flexible approach to work
- Ability to work under pressure and remain calm in difficult situations
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to work as a member of a team, liaising effectively with relevant staff
- Ability to rise to a challenge and a keen interest in developing personal and professional skills
- Ability to use initiative in the classroom
- Ability to communicate effectively with a wide range of people of all ages both verbally and in writing
- May be required with notice to attend meetings or to work outside core working hours
- Must meet London Borough of Lewisham requirements for the post.

Equal Opportunities

To operate a positive commitment to the Council's Equality and Diversity Policy and to ensure that it is implemented within the service area of the post.

Circumstances

The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status then they will be required to complete an application only if recruited to this post.

Prepared by: Allison Costello, Head of HR

June 2023