



Tapton School Academy Trust

JOB DESCRIPTION

DIRECTORATE	EDUCATION
SERVICE	Forge Valley School
POST TITLE	Cover Supervisor
SALARY RANGE	Grade 4 Scale point
RESPONSIBLE TO	Senior Cover Supervisor and Cover Manager
RESPONSIBLE FOR	N/A
HOLIDAY AND SICKNESS RELIEF	
PURPOSE OF JOB	The main focus of this role will be the provision of cover for absent teachers. The jobholder will be required to work across the school, or within the Isolation Room, to support teachers in the development and delivery of learning for pupils.

JOB DESCRIPTION FOR POST OF: - Cover Supervisor

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her responsibilities within the spirit of Tapton School Academy Trust's Policies and Procedures, in particular the Trust's Policies on Equal Opportunities and Health and Safety and also, within the framework of the Education Act 1996.

1. SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of Individual Education Plans.
- 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 recognize and reward achievement and self reliance.
- Provide feedback to pupils in relation to progress and achievement.

2. SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- 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.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents or as otherwise directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

3. SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies eg literacy, numeracy, KS3, and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

4. SUPPORT FOR THE SCHOOL

- 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.
- Support Office/Cover Manager with daily cover duties e.g. cover planning.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/ work/ethics of the school.
- Undertake work for producing whole school displays as directed by Co Headteacher
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings
- Participate in training and other learning activities as required.
- Recognize own areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.
- Any other related duties as they may arise.

To undertake any other duties and responsibilities, which do not change the character and purpose of the post as, may be determined after negotiations between management, the postholder and the appropriate trade union.

FORGE VALLEY SCHOOL SCHOOL ACADEMY TRUST

PERSON SPECIFICATION FOR THE POST OF COVER SUPERVISOR

Minimum Essential Requirements	Method of Assessment
Skills/Knowledge	<i>(e.g. Interview, Application form, test, assessment, etc)</i>
Ability to self-evaluate learning needs and actively seek learning opportunities.	Interview
Ability to relate well to children and adults	Interview
Work constructively as part of a team, understanding classroom roles and responsibilities	Interview
Can use ICT	Interview, Observation
Can manage the behaviour of pupils in a reasonable manner	Application form, Interview
Has a caring positive attitude towards pupils welfare	Interview
Has an awareness of pupils with special educational needs	Interview
Can maintain trust and confidentiality when appropriate	Interview
Can assist the school in forming a partnership with parents	Application form, Interview
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	Application form, Interview
Responsibility for displays, experience of photo shop and graphics would be an advantage	Application Form
Experience/Qualifications/Training etc. (if any)	
NVQ3 or equivalent qualification	Application form, Interview
Very good literacy/numeracy skills	Application form, Interview
Experience of working with children of relevant age	Application form, Interview
Work Related Circumstances (including Working Conditions)	
Can maintain personal presentation that sets high standards for the pupils	Interview
Can work within the spirit of the City Council and School policies in relation to Equal Opportunities, Child protection, Health and Safety etc.	Application form, Interview
Forge Valley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	