

Kingsford Community School
An International School and Confucius Classroom

Post: Cover Supervisor
Grade: Scale 2
Location: Kingsford Community School
Responsible to: Assistant Head Teacher
Staff Supervised: N/A.

Other Relationships: All school staff, students, visitors, external agencies

Purpose of Job:

1. To support the education and welfare of students as directed by class teachers, having due regard to the school's aims, objectives, schemes of work and policies, and relevant national requirements.
2. To share in the corporate responsibility for the wellbeing and discipline of all students.
3. To be responsible for classes of children as required.

General Duties and Responsibilities of all Support Staff

1. To comply with the Kingsford Community School Staff Code of Conduct
2. To take every opportunity to develop students' language, reading, numeracy and related skills as directed by class teachers.
3. To assist in monitoring and recording the progress of individual students in accordance with school procedures, and reporting to class teachers.
4. To give oral and written feedback to students on their attainment in order to promote further progress.
5. To work with teachers to identify and respond appropriately to students' individual needs, assisting students in areas of specific difficulty.
6. To assist the teacher in setting appropriate learning and behaviour expectations of students and supporting students appropriately to achieve these.
7. To help promote and reinforce students' self-esteem, encouraging inclusion of students with special educational needs.
8. To help create and maintain a purposeful, orderly and supportive environment for students' learning, ensuring that students are able to use equipment and materials provided.
9. Present agreed learning tasks in a clear and stimulating manner to help maintain students' interest and motivation.
10. Outside the classroom, to work with groups of students. The number of students included will reflect the nature of the task, the students concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions
11. To use a range of supporting techniques, including computers and other resources, and consider in consultation with the teacher when and how to deploy them.
12. After adequate training, to carry out welfare duties in relation to the physical and care needs of the students, including dressing, feeding and toileting if appropriate, whilst encouraging independence wherever possible.
13. To produce and maintain classroom resources, displays and classroom layout in consultation with the teacher.
14. To help train students in the individual and collaborative study skills necessary for learning.
15. To effectively work alongside other adults, including teachers, trainee teachers, and other support staff.
16. To supervise students during breaks and/or lunchtimes.
17. To always maintain confidentiality with regard to both supported students and the wider school.

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18. To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours; to be conversant with school policies and procedures.
19. Carry out routine clerical tasks e.g. distributing letters and producing class lists.
20. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/head teacher.
21. Such other duties, within the competence of the post holder, which may be required, reasonably, from time to time.

Duties in relation to cover supervision:

These duties are to be carried out for the short-term absence of a teacher

1. To ensure orderly behaviour in the classroom.
2. To assist students when they are unable to assist themselves.
3. To supervise students in class who are working on pre-prepared work.
4. Ensure that students complete the work set by managing behaviour and keeping orderly constructive working environment.
5. Be familiar with the school's behaviour management policy and implement this.
6. Respond to questions from students about process and procedures.
7. To deal with and or report immediately problems or emergencies according to school policy and procedures.
8. Be familiar with the full range of school policies particularly those regarding health and safety, equal opportunities, staff professional conduct and special educational needs.
9. Collect any completed work after the session ensuring it is returned to the appropriate teacher or designated officer.
10. Report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class and any issues arising.

Equal opportunities and school vision:

1. To ensure and display commitment to the implementation of the school vision.
 2. To be committed to the school's policies on Equal Opportunities and Learning Support, and inclusion.
 3. To be committed to the continual raising of levels of achievement for all our students.
 4. To work with confidentiality and sensitivity, which are essential when dealing with parents of our multi-ethnic school.
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Personnel Specification: Cover Supervisor

These are the criteria upon which the selection process will be based. At each stage of the process the merits of each applicant will be assessed to determine how far the criteria have been matched. These stages are:

- a) Shortlisting by the selection panel.
- b) Interview by the selection panel.

Qualifications and Education required:

- Graduate qualification (those with Level 3 qualifications will be considered).
- Competent English literacy (reading, writing, speaking and listening) and numeracy skills.

Experience required:

- Experience of working in a school or with children including parental experience.
- Able to demonstrate experience of dealing sympathetically and constructively with other adults.

Knowledge and Understanding:

- Demonstrate integrity and an understanding of the place of the school in educating students and in promoting the spiritual, moral, social and cultural development of students from a multicultural community.
- Demonstrate an understanding of the role of the teacher and their own role in relation to teachers, other support staff, and students.
- Knowledge of and ability to supervise children. Ability to understand children's' behaviour and to respond to their needs in varying circumstances
- Ability to manage a classroom of students safely.
- Be able to use a range of strategies to deal with whole classroom and individuals' behaviour
- Understanding of issues relating to safeguarding and health safety in a school environment.
- Ability to act quickly and responsibly in the event of accidents or unacceptable behaviour or disruption by students.
- Demonstrate knowledge and basic understanding of literacy and numeracy.
- Demonstrate ability to use knowledge and understanding to support students and to assess their progress in literacy and numeracy in particular.
- Demonstrate awareness of how students learn and the factors that affect their progress.
- Demonstrate an understanding of the different approaches needed to support the learning of various groups of students, including bilingual English learners and students with special educational needs.

Commitment to and understanding of:

- The school's Safeguarding Policies and Procedures and Equal Opportunities practice throughout the school including the Authority's policy of inclusive education.
- The promotion of community involvement in the school in order to raise achievement.

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This job description may be subject to amendment or modification at any time following consultation. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The post-holder will be expected to carry out all duties in the context of, and in compliance with, all the School's safeguarding and other policies and procedures and in compliance with the London Borough of Newham's Equal Opportunities Policies and the school's Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

Signed:
Head Teacher

Date

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:
Cover Supervisor

Date