

Buxton School

JOB DESCRIPTION

Post: Primary Cover Supervisor
Scale: 5
Contract: Permanent, 36 hours per week
46-week contract

Responsible to: Primary Deputy Headteacher
Responsible for: None

Purpose of the post:

Job Purpose

- To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures.

Key External Contacts

- Parents/Carers

Key Internal Contacts

- Staff
- Pupils

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Major Tasks, Duties and Responsibilities

1. Support for Pupils

- To support students by responding to their individual needs and promote the inclusion and acceptance of all students in the classroom.
- To provide feedback to students in relation to progress and achievement.
- To carry out work of Learning Support Assistant if not required to provide cover for a lesson.
- To be a member of a year team and have shared responsibility with a teacher for a tutor group if required.

2. Support for the Teacher

- Under the agreed system of supervision, during the short-term absence of the classroom teacher, to supervise students undertaking work which has been set in accordance with the school policy.
- To manage student behaviour and deal promptly with conflict and incidents in line with established school policy.
- To deal with any immediate problems or emergencies, in the absence of the teacher, according to the school's policies and procedures.
- To monitor and evaluate students' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
- To use ICT effectively to support learning activities and develop students' competence and independence in its use.
- To liaise sensitively and effectively with parents/carers as agreed with the teacher.
- To undertake activities as directed by the teacher, with whole classes, individuals or small groups of students.

3. Support for the Curriculum

- To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- To demonstrate creativity in assisting with the practical resourcing of the classroom.

4. Support for the School

- To follow the school policy documents and schemes of work and keep updated with school and National curriculum documentation.
- To support teachers in selecting and preparing teaching resources that meet students' needs and interests.
- Under teacher's overall control, accept shared responsibility for the creation of a safe environment for students' within and outside the classroom and comply with

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the appropriate policies and procedures, reporting all concerns to an appropriate person.

- Under the supervision of the head Teacher or other designated teachers, to invigilate internal and external examinations.
- To administer, assess and mark tests.
- To be a member of break and lunch duty teams and, in negotiation with line manager.
- To attend and participate in regular meetings and participate in training and other learning activities as required.

5. Welfare and other duties

- To undertake planned supervision of students' out of school hours learning activities and supervise students on visits and trips.
- To undertake first aid training and be a named first-aider if required to be so.
- To assist in training and development of other Support Assistants as required and as appropriate.
- To promote and implement the school's equal opportunities policies in all aspects of employment and service delivery.
- To undertake any other tasks as directed by the Head teacher commensurate with the grading of the post.

Other requirements:

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.

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Person Specification and Selection Criteria

1. Education and Training

- a. GCSE English, Grade C or above or equivalent.
- b. Qualifications or recent training relevant to this post.

2. Experience – A successful record of:

- a. Working with young people within a school classroom setting, preferably within the secondary age range.
- b. Efficient administration and good organisation

3. Skills – The ability to

- a. Communication effectively orally and in writing to a range of audiences.
- b. Build effective relationships with young people, providing support for their learning and setting clear boundaries for them
- c. Build effective relationships with teachers and other school staff.
- d. Participate in discussions in an informed and sensitive manner.
- e. Use ICT for administration purposes and a willingness to use it with students.

4. Knowledge and Understanding of:

- a. The nature and needs of students in urban areas such as Waltham forest.
- b. The ways in which this post can support the ethos of the school which is committed to focusing on learning and raising achievement.
- c. Strategies to ensure excellent student behaviour.

5. Personal Qualities

- a. Excellent attendance and punctuality.
- b. Hard working, flexible and reliable.
- c. Positive and optimistic.
- d. The ability to work under pressure and maintain a sense of humour.
- e. A genuine commitment to and liking for young people, and high expectations for their progress and welfare.
- f. A commitment to the promotion of equality of opportunity and inclusion in all aspects of school life, practical strategies for achieving this, and an understanding of the implications of this post.