



# Kingsnorth Church of England Primary School

## Job Description

<b>Job Title:</b>	Cover Supervisor
<b>Pay Scale:</b>	APLd
<b>Salary:</b>	£20,740 – £22,322
<b>Contract Type:</b>	Fixed Term contract in connection to the English Hub
<b>Hours:</b>	31.5 hours per week                      08:30 - 15:30 with 1 hour unpaid lunchbreak 15:30 - 17:00 Once weekly after school staff meeting
<b>Line Managed By:</b>	Deputy Headteacher
<b>Responsible To:</b>	Class Teacher, Pupils, Parents

### Main Purpose of role:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion while supporting pupil behaviour and personal care needs
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- To plan, deliver, resource, assess and report on the interventions, ensuring high impact on pupil progress and enabling pupils to achieve their potential.

## Duties and responsibilities

### Teaching and learning

- › To lead class teaching
- › Direct the work, where relevant, of other adults in supporting learning
- › Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND, PP etc)
- › Promote, support and facilitate inclusion by encouraging participation of all pupils in learning
- › Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- › Use effective behavior management strategies consistently in line with the school's policy and procedures In order to ensure a good and safe learning environment
- › Observe pupil performance and pass observations to the class teacher by recording on planning documents
- › Offer alternative platforms for recording pupil responses using technology / other mediums
- › Adopt Teaching & learning approaches in line with the school policy
- › Undertake any other relevant duties given by the class teacher

### Planning

- › Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- › Read and understand lesson plans shared prior to lessons. In the event that these are not shared, please refer to the Deputy Headteacher and Class Teacher.
- › Help to prepare the classroom for lessons

### Working with staff, parents/carers and relevant professionals

- › Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- › Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- › Contribute to meetings with parents and careers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- › With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with

- › Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues

## **Professional development**

- › Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- › Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- › Attend all 5 staff inset days throughout the year
- › Proactively take part in the school's appraisal procedures

## **Other areas of responsibility**

### **Safeguarding**

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- › Be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality.
- › Know and understand the school procedures for reporting all concerns via MyConcern for pupil concerns and low level concerns forms for any staff concerns.

### **Additional Expectations**

- › To have read and understood the Kingsnorth Staff Handbook issued at induction, as this contains many operational instructions to help you carry out your duties
- › To attend daily briefing from 08:30
- › To attend weekly staff meeting

As a member of staff at Kingsnorth CE Primary School you are responsible for working with the staff, parents, pupils, and other agencies to safeguard and promote the welfare of all children at school. They promote equal opportunities and respect confidentiality.

**This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the job holder.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed (Headteacher): \_\_\_\_\_

Date: \_\_\_\_\_