

**Five Acre Wood School
Cover Supervisor**

Hours: 8.00am-3.30pm, Monday to Friday, term time only

Reports to: Learning Approach Lead

Pay grade: KR6

Job Description

Purpose of Job:

To supervise whole classes across learning approaches in the absence of the class teacher ensuring that pupils engage in the learning activity. Cover Supervisors will usually be given instructions for a lesson provided by a teacher.

A rota would be in place for the Cover Supervisor to cover PPA time for the same classes each week but cover may also be required for other lessons in the absence of the teacher, as requested by SLT.

Main Responsibilities:

- To deliver lessons to pupils
- To be a good role model for the students promoting the vision statement and the ethos of the school
- To work closely with your learning approach and class teams
- To supervise pupils whilst engaged in learning activities
- To ensure that, as best as is possible, learning objectives set by the teacher are achieved
- To provide feedback to the teacher.
- Keep appropriate records, as agreed with the teacher
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To ensure effective use of support staff within the classroom and adhere to the staff relationship guidelines at all times.
- Establish constructive relationships with school staff to support achievement and progress of pupils
- Attend and participate in meetings as directed
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required
- To accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level in pursuance of raising pupil achievement and effective team working

Generic responsibilities

- All duties to be carried out in accordance with the principles of equal opportunities
- All staff are required to share responsibility for Health and Safety
- All staff will work in accordance with agreed school policies
- You will work under the direction of the Headteacher and will be accountable to the Headteacher and Governors
- Any other duties requested by the Principal/Headteacher or Senior Leadership Team.

Effective communication and engagement with students, their families and carers and other professionals.

- Ensure the safety of the child by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate.
- Know when to refer information to line manager in line with school policies.
- Maintain accurate records where required.
- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.

Safeguarding and promoting the welfare of the child

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

Child development - Take part in appropriate trips to support the child with school.

- Provide, with appropriate guidance and supervision limits, educational, health, emotional and physical support to students.
- Assist in the implementation of appropriate behaviour management strategies.
- Know how to interact with children in ways that support the development of their ability to think and learn.

Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

Administration / other - Prepare and keep clean materials and undertake minor clerical duties.

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

Health & safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS /TRAINING	<ul style="list-style-type: none"> GCSE Maths and English at Grade C or above 	
EXPERIENCE	<ul style="list-style-type: none"> Evidence of having influenced the quality of learning, in present establishment Experience of delivering lessons to whole classes 	
KNOWLEDGE	<ul style="list-style-type: none"> Understanding and knowledge of approaches to positive behaviour management 	
SKILLS/ABILITIES	<ul style="list-style-type: none"> Good communications skills ICT literate Ability to use a range of classroom management and teaching strategies to engage pupils and promote progress Ability to differentiate teaching to support all pupils Commitment to continue professional development 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> Organised Being discrete, professional, respectful and friendly Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations Ability to work successfully as part of a team Confidentiality To be committed to the school's policies and ethos To be committed to continuing professional development 	
EFFORT/ENVIRONMENT	<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline To assist with ensuring Safeguarding policies and protocols are correctly followed 	