



St Peter's CE Primary KSC Cover Supervisor

Grade: KSC (previously KR5)

Responsible to: Headteacher, SENCo, and Class Teacher

Line Managed by: SENCo

Purpose of the Role

To supervise whole classes undertaking pre-prepared activities provided by a teacher or directly taken from a scheme of learning during the short-term absence of a classroom teacher. The primary focus is to maintain order and to keep pupils on task.

Key Responsibilities (in addition to the KSA and/or KSC Teaching Assistant responsibilities)

- Supervise pre-prepared activities and self-directed learning in the planned/unplanned absence of a teacher from the classroom for a short period of time to provide continuity of learning for pupils
- Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate
- Manage the behaviour of pupils whilst they are undertaking work
- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back as appropriate using agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

Person Specification (in addition to the KSA and/or KSC Teaching Assistant person specification)

- **Qualifications:** Level 2 Diploma (or equivalent)
- **Experience:** Successful recent experience of working with children of relevant age
- **Skills:** Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.
- **Knowledge:** Knowledge of procedures for supervising pre-prepared learning activities, providing feedback, specialist knowledge of behaviour management, knowledge and compliance with policies and procedures relevant to child protection and health and safety