

**ST MARY'S CHURCH OF ENGLAND
(Aided) PRIMARY SCHOOL, DOVER**



'Learning for life with God as our guide'

Job Description: Cover Supervisor

Grade: Kent Scheme C (£26,956) pro rata
(31.25 hours per week including 30 minutes lunch break
– term time only)

Responsible to: Headteacher

Main purpose of role:-

- To supervise whole classes during short term absence of teachers across the primary phase
- Will deliver pre-prepared lesson plans as per the school's scheme of learning
- Will ensure the pupils are engaged in the learning activity demonstrating good conduct behaviour and behaviour for learning
- Will be required to support pupils in completing the learning which may involve assessing in the moment and responding accordingly
- Will provide feedback to the teacher, after the lesson, as appropriate
- Will be subject to general supervision and will act under the professional direction of teachers

Key responsibilities:-

- Supervise pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved
- Ensure inclusion and acceptance of all pupils within the classroom in order to promote equal opportunities
- Set high expectations of conduct to ensure that good behaviour is maintained
- Create and maintain a safe and secure environment
- Give clear instructions for the lesson provided by the teacher to ensure that learning outcomes can be achieved.
- Keep appropriate records, as agreed with the teacher, to enable accurate feedback to the teacher of the pupils conduct and achievements during the lessons.

- Be aware of and comply with all school and/or statutory policies and procedures
- Be responsible for, and participate in training and other learning activities as required and attend relevant meetings to ensure your own continued professional development
- To engage actively in the appraisal review process
- To evaluate one's own personal performance through self-evaluation and learning from the effective practice of others and from evidence.



Cover Supervisor : Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths
Experience	<ul style="list-style-type: none"> ➤ Experience working in a school environment or other educational setting ➤ Experience working with children / young people ➤ Experience of delivering learning activities
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good literacy and numeracy skills ➤ Good organisational skills ➤ Ability to build effective working relationships with pupils and adults ➤ Skills and expertise in understanding the needs of all pupils ➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in delivering pre-planned lessons ➤ Excellent verbal communication skills ➤ Active listening skills ➤ The ability to remain calm ➤ Knowledge of guidance and requirements around safeguarding children ➤ Good ICT skills, particularly using ICT to support learning ➤ Understanding of roles and responsibilities within the classroom and whole school context ➤ Familiarity with the National Curriculum for primary education ➤ Knowledge of strategies for promoting positive behavior in a primary school environment
Personal qualities	<ul style="list-style-type: none"> ➤ Ability to be flexible and adaptable ➤ Enjoyment of working with children ➤ Sensitivity and understanding, to help build good relationships with pupils ➤ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding pupil's wellbeing and equality ➤ Resilient, positive, forward looking and enthusiastic about making a difference ➤ Capacity to inspire, motivate and challenge children and young people ➤ An interest in working with children, and a willingness to learn about supporting them