



Kingsnorth Church of England Primary School

Job Description

Post: Cover Supervisor
Pay Scale: KR5

Responsible to: SENco/Assistant Head Teacher and Head of School
Liaison with: School Staff, pupils and parents

Job Purpose: To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence cover and PPA of a classroom teacher.
The primary focus is to maintain classroom behaviour and to keep pupils on task with their learning.

Outline of main duties:

- To fully engage with the Coaching into Appraisal (CiA) process for performance review
- Supervise pre-prepared activities and self-directed learning in the short-term planned / unplanned absence/PPA of teachers 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.
- To work with teachers to establish an appropriate learning environment.
- 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.
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- To implement agreed learning activities/teaching programmes, adjusting activities according to pupils' responses/needs.
- To make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills.
- To determine the need for, prepare and maintain general and specialist equipment and resources.
- To use specialist (curricular/learning) skills to support pupils.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To support pupils consistently whilst recognising and responding to their individual needs.
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- To promote independence and employ strategies to recognise and reward achievement and self-reliance.
- Undertake exam invigilation
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Where applicable identification the need for First Aid and promptly advise the first aider, so that accidents are dealt with safely and quickly
- Work as part of the Kingsnorth Team

Accountabilities:

- Pupils are safe and learn

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality pastoral care of the children in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Signed: _____

Signed (Headteacher): _____

Final 2018