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| **Post Holder:** |  | |
| *The description of the duties, responsibilities and accountabilities for the post of Cover Supervisor at St Mary’s Catholic Primary School* | | |
| Responsibility Areas | * Work closely with class teachers to raise the learning and attainment of pupils * With guidance from teachers, cover classes teaching according to lesson plans. * Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement * Lead interventions with groups or individual children. | |
| Accountabilities |  | Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets. |
|  | When teaching, ensure health and safety and good behaviour of pupils. Show awareness of the differences in need of pupils within a class. Support the pupils in accessing learning activities as directed by the teacher to enable pupils’ progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop. |
|  | Undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. Mark books following teaching of lessons following school policies for giving feedback. |
|  | Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing. |
|  | Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc. |
|  | Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development. |
|  | Undertake tasks directed by the Leadership Team and Teachers to assist with the smooth running of the school. |
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| Accountable to | | Senior Leadership Team & Class Teachers |
| Salary range | | KR6 |
| Signed | | Date: |