



# Cover Supervisor

*A Christian community where everyone has the right to be happy, be safe and achieve.*

## Line Manager

School Business Manager

## Salary

Actual salary: £24,292  
Bexley Grade 7, FTE £32,535 - £33,987  
Term-time only, 39 weeks per year  
Unqualified Teaching post would also be considered (hours of work tbc)

## Hours

Hours of work: 07.45 – 15.05 (incl. 1hr 5min unpaid breaks) 5 days per week

## Core Purpose

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.
- To know, share and embed the School Vision

## Key Responsibilities

### Day to day responsibilities

The postholder is responsible for carrying out his or her professional duties in accordance with all school policies and procedures and under the reasonable direction of the Headteacher.

1. Support teachers in ensuring pupils' continuing educational development by use of specialist skills/training/experience and through establishing constructive relationships, assisting with the development and implementation of Individual Education/Behaviour Plans.
2. Support teachers in lesson planning evaluating and adjusting such plans to fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.
3. Support teachers in monitoring and evaluating pupils responses to learning activities through observation and planned recording of activities so that pupils receive the maximum benefit from their education.
4. Implement agreed teaching programmes adjusting as necessary to

	<p>meet the needs to the pupils thus making effective use of opportunities and resources available.</p> <ol style="list-style-type: none"> <li>5. Determine the need for, prepare, and maintain general and specialist equipment/resources required to meet lesson plans/relevant learning activity.</li> <li>6. Administer and assess routine tests and invigilate exams and undertake routine marking of pupil's work.</li> </ol>
<b>Job Activities</b>	<ul style="list-style-type: none"> <li>• Support pupils consistently whilst recognising and responding to their individual needs ensuring their safety and encourage pupils to interact with others and to engage in activities. Supervise and assist with any toileting or medical needs as required.</li> <li>• Promote independence and employ strategies to recognise and reward achievement of self- reliance, providing feedback to pupils in relation to progress and achievement.</li> <li>• Establish productive working relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.</li> <li>• Acting as a role model and setting high expectations.</li> <li>• Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.</li> <li>• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.</li> <li>• Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.</li> <li>• Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate to establish an appropriate learning environment.</li> <li>• Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.</li> <li>• Provide clerical and administration support for teacher, including administering coursework.</li> <li>• Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.</li> </ul>

- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake planned supervision of pupils' out of school hours learning activities, including school visits and trips.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings, training and other learning activities as required.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of expertise and use these to advise and support others

This job description may be changed to reflect or anticipate changes in the job, commensurate with the grade. Staff are expected to comply with any reasonable requests from the Head Teacher to undertake work of a similar level that is not specified within this job description.

To carry out all duties, responsibilities and accountabilities in accordance with School Policies and Procedures and Statutory Requirements.

St Columba's is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks. The school is committed to equality and diversity in employment practice and service delivery.

### Person Specification

- Ability to work independently and as part of a team
- Flexible approach to supporting other colleagues and departments
- Strong organisational skills and attention to detail
- Good communication and interpersonal skills
- A relevant qualification in a related field is desirable but not essential
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Signed:.....

Date:.....