

JOHN SPENCE COMMUNITY HIGH SCHOOL
Staff Job Profiles

1. **POST** Cover Supervisor
(1 Full Time, Term Time Permanent Role)
2. **Grade 5 PTS 7-9** (£16,578 - £17,631 Term Time + 195 Days)
3. **POSTHOLDER**
4. **Line Management : Accountable to:** Headteacher/ Assistant Headteacher
5. **Specific Tasks**

To work under the instructions of the Headteacher or designated member of staff, usually in the classroom. To supervise the learning of whole classes during the short term absence of the class teacher as they undertake the work set. May on occasion be required to invigilate tests and examinations and to accompany staff and pupils on educational visits.

To undertake work/care/support programmes: to enable access to learning for students and to assist teaching staff in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

When not required for cover, to undertake Teaching Assistant duties as part of the Inclusion department.

Support for Students:

- In the absence of the teacher, to be responsible for the supervision of students whose work has been set in accordance with school policy
- Answering pupil's queries about processes and procedures relating to the lesson and the work set.
- To support the learning of students by explaining, reading and clarifying work and encouraging the successful completion of tasks
- Registering and recording pupils' attendance in lessons
- Supervise entry and departure of students in accordance with school policy
- To collect completed work after the lesson and return it to the appropriate teacher
- Support students in accessing learning activities, as directed by the teacher
- To be responsible for creating and maintaining a purposeful, orderly and productive working environment
- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher

Support for Teachers:

- Supervising the work of whole classes set by their class/subject teacher in accordance with school policy
- When required, provide after school curriculum support to allocated departments (tasks will vary from display work to resources for lessons)
- When not covering lessons, to undertake Teaching Assistant duties in and outside the classroom

Support for the Curriculum:

- Managing the behaviour of pupils to ensure a constructive learning environment
- Assisting with other activities relating to the supervision of pupils (general supervision during break periods and with the support and delivery of learning – personal assistance to teachers, supporting teachers in the classroom)
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

Support for the School:

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To supervise students on visits, trips and out of school activities as required
- To undertake planned supervision of students' out of school learning activities as required
- To undertake duties at break and lunchtime by arrangement
- Contribute to the overall ethos/work/aims of the School
- Appreciate and support the role of other professionals
- Attend relevant meetings, as required
- Participate in training and other learning activities and performance development, as required
- Assist with the supervision of students out of lesson times where required (clubs, extra-curricular activities, etc)
- To safeguard and promote the welfare of young people
- To contribute to the delivery of the key outcomes of Every Child Matters:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-being

General

To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher.

JOHN SPENCE COMMUNITY HIGH SCHOOL
Person Specification

Post **Cover Supervisor**

Scale **Grade 5 (£16,578 - £17,631) Term Time Only + (195 Days)**

Area	Criteria	Requirement
Skills/Knowledge/Aptitude	<ul style="list-style-type: none"> • Can use ICT Effectively to support learning • Evidence of excellent interpersonal and communication skills • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Working knowledge of national/foundation curriculum and other relevant learning programmes/strategies • Knowledge and understanding of Policies for Behaviour Management, Medications, Health & Safety, Special Education Needs, Equal Opportunities (including Physical Intervention) • Understanding the principals of child development and learning processes • Ability to use initiative and a range of strategies to build relationships with pupils so as to command their respect and deal with classroom behaviour as a whole and, also, individual behaviour needs in order to produce a constructive working environment in class • Ability to self evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and his or her own position within these 	<p>Desirable Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Qualifications and Training	<ul style="list-style-type: none"> • Good numeracy / literacy skills • NVQ3 for teaching assistants or equivalent qualification or experience • Educated to Degree Level • Training in the relevant strategies e.g. literacy and / or in particular curriculum or learning area e.g. bilingual, sign language, dyslexia, ICT, maths, English 	<p>Essential Essential</p> <p>Desirable</p> <p>Desirable Desirable</p>
Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age 	Desirable
Disposition	<ul style="list-style-type: none"> • Enthusiastic, Flexible and Highly Committed 	Desirable