



## **HORSFORTH SCHOOL**

**Job Title:** Cover Supervisor

**School:** Horsforth School

**Pay Band:** C I

**Responsible to:** Cover Manager

### **Role:**

Working under the guidance of the Cover Manager, to supervise whole classes during the short-term absence of teachers. This supervision will include practical PE, however always with appropriate support for the PE department. The primary focus will be to maintain good order and to keep students on task and making progress with their learning. Cover Supervisors will need to respond to questions and generally assist students to undertake set activities. Marking and assessment activities are normally restricted those where answers are predetermined.

### **Main Duties of the post:**

1. To establish productive working relationships with students, acting as a role model and setting high expectations.
2. To promote the inclusion and acceptance of all students within the classroom.
3. To support students consistently whilst recognising and responding to their individual needs.
4. To encourage students to interact and work co-operatively with others and engage all students in activities.
5. To promote independence and employ strategies to recognise and reward achievement of self-reliance.
6. To provide feedback to students in relation to progress and achievement.
7. To work with the teacher to establish an appropriate learning environment.
8. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
9. To monitor and evaluate student responses to learning activities.
10. To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
11. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
12. To undertake marking of students' work that has predetermined answers and involves no element of professional judgement or assessment. Accurate recording of achievement/progress.
13. To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour, working within the whole school PB system.

14. To liaise sensitively and effectively with parents/carers as agreed with the teacher if and participate in feedback sessions/meetings with parents/carers with or as directed by the teacher.
15. To administer and assess routine tests which have predetermined answers and involve no element of professional judgement or assessment. This may include invigilating exams/tests.
16. To provide general clerical administrative support - administer course work, produce worksheets for agreed activities.
17. To implement agreed learning activities/programmes, adjusting activities according to student response/needs.
18. To implement local and national learning strategies.
19. To support the use of ICT in learning activities and develop students' competence and independence in its use.
20. To determine the need for, prepare and maintain general and specialist equipment and resources.
21. To help students to access learning activities through specialist support.
22. To establish constructive relationships and communicate with other agencies/professionals and liaison with the teacher, to support achievement and progress of students.
23. To recognise own strengths and areas of expertise and use these to advise and support others.
24. To supervise student's on visits, trips and out of school hours learning activities as required which fall within the remit and hours of the post.

**The Postholder should also:**

- 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.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required.

**Notes:**

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.

## PERSON SPECIFICATION

**Job Title:** Cover Supervisor

**School:** Horsforth School

**Pay Range:** CI

Essential Criteria	How Identified	Desirable Criteria	How identified
<b>SKILLS</b>			
Very good numeracy/literacy skills	Application form and selection process. Certificate where appropriate	Use of other equipment technology – video, photocopier	Application Form Qualification
Can use ICT effectively to support learning	Application form and selection process	Ability to self-evaluate learning needs and actively seek learning opportunities	Application form
Ability to relate well to children and adults	Application form and selection process		
Work constructively as part of a team	Application form and selection process		
<b>KNOWLEDGE &amp; UNDERSTANDING</b>			
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	Application form and selection process. Certificate		
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	Application form		
Experience working with children of relevant age	Application form and selection process		
Understanding of classroom roles and responsibilities and your own position within these	Application form and selection process		
Understanding of principles of child development and learning processes	Application form and selection process		

<p><b>QUALIFICATIONS/</b></p> <p><b>TRAINING</b></p> <p>NVQ level 3 for Teaching Assistants or equivalent qualification or experience</p> <p>Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc. sports coach or similar.</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Appropriate first aid training</p>	<p>Application form Certificate</p>
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