



## Northumberland Church of England Academy Trust

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Cover Supervisor
<b>SCHOOL/SECTOR:</b>	Dukes Secondary School
<b>SALARY:</b>	Band 4
<b>RESPONSIBLE TO:</b>	Senior Cover Supervisor/PA to Principal Director Secondary

### PURPOSE OF JOB:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to supervise whole classes during the short term absence of the class teacher. The primary focus will be to maintain good order and to keep pupils on task. Staff involved in cover supervision will be expected to respond to pupils' questions and generally support pupils in learning activities in line with Academy's policies and procedures.

### EMPLOYMENT DUTIES:

#### General

1. Within an agreed framework of supervision, during the short term absence of the classroom teacher, supervise and support pupils undertaking work and support work to establish an appropriate learning environment.
2. To undertake activities, as directed by the teacher, with whole classes, individuals or small groups of pupils.
3. Manage pupil behaviour and deal promptly with conflicts and incidents in line with Academy policy
4. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives.
5. Provide the class teacher with accurate and objective feedback on pupil progress and other matters.
6. Undertake the maintenance of pupils' records and accurately record achievement.
7. Gather information from parents and carers as directed.
8. Establish constructive relationships with parents and carers and participate in feedback sessions as directed.
9. Administer routine tests and invigilate exams.
10. Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc.

#### Support for Pupils

1. Use specialist skills, training, or experience to support pupils learning.

2. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.
3. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
4. Encourage children to engage in, and participate in learning activities lead by the class teacher.
5. To have challenging expectations that encourages children to act independently and build self-esteem.
6. Provide feedback to pupils in relation to progress and achievement

### **Support for the Curriculum**

1. Implement agreed teaching programmes, adjusting activities according to pupil responses and needs.
2. Help pupils to understand instructions
3. Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
4. Support use of ICT in learning and develop pupils' competence and independence in its use.
5. Help pupils access learning activities through specialist support.
6. Determine the need for, prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.

### **Support for the Academy**

1. Comply with all Academy policies relating to:
  - a. Health and Safety
  - b. Equal Opportunities
  - c. Child Protection
  - d. Confidentiality and data protection.
2. Work in such as to promote the ethos and vision of the Academy.
3. Participate in training and development, and activities that contribute to the management of performance.

Assist with the management of pupils outside the classroom e.g. lunch times and outside the Academy e.g. Academy trips as directed by the class teacher and members of the Academy's management.

5. Attend and participate in regular meetings.
6. To undertake other duties and responsibilities as required commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.



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Person Specification: Cover Supervisor (Secondary)	Essential	Desirable
<b>Experience:</b> <ul style="list-style-type: none"> <li>● Working with children of the relevant age</li> <li>● Working with children with additional needs</li> <li>● Experience of using ICT in a classroom situation</li> <li>● Report Writing</li> <li>● Implementation of relevant national strategies.</li> <li>● Experience of using ICT in a classroom situation</li> <li>● 3 years' experience of using ICT in a learning environment</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Skills &amp; Competencies:</b> <ul style="list-style-type: none"> <li>● Effectively use ICT to support learning – computer, video, photocopier</li> <li>● Have an ability to use other types of learning technology:               <ul style="list-style-type: none"> <li>- Photocopying</li> <li>- Whiteboards</li> <li>- CD ROM</li> <li>- Video</li> </ul> </li> <li>● Actively self-evaluate learning needs and seek out learning opportunities</li> <li>● Work as a member of a team, understanding their role in the classroom and associated responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Knowledge &amp; Qualifications</b> <ul style="list-style-type: none"> <li>● Have an understanding of codes of practice and recent relevant education</li> <li>● Have a good understanding of the principles of child development and the learning process</li> <li>● Have appropriate First Aid knowledge</li> <li>● Very good numeracy and literacy skills;</li> <li>● NVQ 3 for teaching Assistants or equivalent qualifications</li> <li>● Participated in training related to various national strategies e.g. literacy and numeracy ☒</li> <li>● HSAW First Aid Qualification or equivalent</li> <li>● NVQ 2 ICT Qualification or in-service training</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Physical, mental and emotional demands:</b> <ul style="list-style-type: none"> <li>● Commitment to helping provide a high quality service to children and families</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<b>Other:</b> <ul style="list-style-type: none"> <li>● Willingness to participate in training and development</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	