



Ambition – Endeavour - Success

JOB DESCRIPTION

TITLE: Cover Supervisor

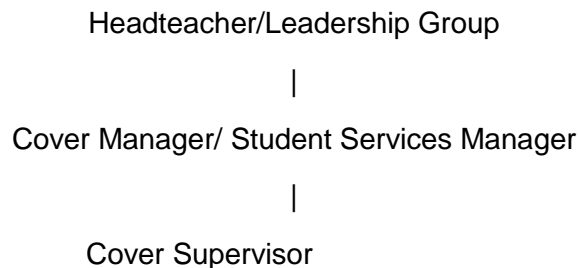
SCHOOL: Stopsley High School

RESPONSIBLE TO: Assistant Headteacher/Cover Manager

GRADE: Level 4

PURPOSE OF POST: Undertaking of whole class supervision in the absence of the class teacher; under the supervisory arrangements established by the school. To support the class teacher in all aspects of teaching and enhance learning opportunities for pupils, bringing to bear knowledge and practical experience gained through working with pupils, and through their theoretical and academic experience/achievement.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1	Undertake whole class supervision in the absence of the class teacher, following agreed lesson plans, support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising over problems. Facilitate the intellectual and social development of pupils, supporting the achievement of literacy, numeracy and other curriculum targets. Prepare, develop, maintain and deploy appropriate learning aids, materials and equipment, including ICT, to assist in teaching. Advise on the suitability of such resources including their appropriateness in the culturally and linguistically diverse classroom.
2	Contribute significantly to the planning of teaching and learning for the whole class and/or individual pupils on a short, medium and long-term basis. Contribute significantly to the planning of lessons and work programmes, the devising of activities ie booster classes and target setting. Set and mark both class and homework including the administration of class tests under the guidance of the class teacher.

3	Contribute to the monitoring, recording and assessment of pupil progress through observation and questioning, against pupil targets (and Individual Educational Plans where relevant) keeping detailed records of individual's progress. Assist teachers in the evaluation and revision of lessons and work programmes for individuals and groups of pupils.
4	Contribute to the development of a purposeful working atmosphere and implement and monitor the school's behaviour and any related policies and procedures. Invigilate tests and examinations as directed. Supervise whole groups in particular curriculum activities and the class for agreed periods. Accompany students on trips as required
5	Develop and maintain supportive relationships with parents, carers and others of the pupil's community. Work collaboratively with other agencies and professionals, as necessary. Attend parent's evenings as required and contribute to the discussions about individual student's progress. Attend school/departmental meetings to contribute to discussions about individual students and classes where appropriate.
6	Contribute to the care, health and welfare of pupils in accordance with the school's health and safety, safeguarding, equal opportunities and other related policies.
7	As required, lead specific aspects of teaching, learning and personal development, for example projects or activities. Take part in training activities offered by the school and develop curricular knowledge as required. Provide consistent and effective support in line with the requirements and responsibilities of the role
8	Undertake other appropriate tasks and duties when not required for cover, e.g. displays, general administration and classroom environment etc.

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Flexibility

All school staff may be required, from time to time, to work as directed by the Headteacher to provide cover for administrative functions within the school. This may include exam invigilation, student supervision and other duties not normally detailed elsewhere within their job description.

Standards and Quality Assurance

1. Support the aims and ethos of the school.

2. Set a good example in terms of dress, punctuality and attendance.
3. Follow and uphold school policies.
4. Participate in staff training.
5. Develop links with the governors, Luton Education Authority and neighbouring schools.

These responsibilities may be amended at any time in the future by the Headteacher in order to respond to the changing demands and needs of the school, national initiatives and statutory legislation.

We are committed to safeguarding children and young people. We adhere to stringent recruitment procedures and all postholders are subject to a satisfactory enhanced Disclosure & Barring Service check. The post is exempt from the Rehabilitation of Offenders Act 1974.

DIMENSIONS:

Supervisory Management: Supervise the work of Teaching Assistants where appropriate in the class room setting.

Financial Resources: N/A

Physical Resources: Classroom materials, equipment and resources

Other:

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on www.disclosure.gov.uk

This post is classified 'regulated activity' in accordance with the Safeguarding Vulnerable Groups Act 2006. You must register with the Independent Safeguarding Authority, and have your registered status confirmed by Luton Borough Council, in order to undertake this post.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.

CVs will not be accepted for any posts based in schools.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of planning, monitoring and assessment of pupils' work.	1,2	Experience of working with groups of young people	1,2
	Substantial experience of working in an educational setting.	1,2		
	Some experience of working with people with a range of special needs.	1,2		
	Some experience in the care and education of children	1,2		
Skills/Abilities	Able to contribute constructively to and work effectively as a member of a team.	1,2		
	Able to use own initiative and self motivate	1,2		
	Able to communicate effectively at a range of levels, e.g. with children, parents, other professionals, etc..	1,2		
	Able to keep accurate records and use these to inform judgements.	1,2		
	Able to support learning in numeracy at relevant Key Stage.	1,2		
	Able to support learning in literacy at relevant Key Stage.	1,2,5		
	Information technology skills in word processing, the use of databases and spreadsheets to support record keeping and children's learning.	1,2,5		
	Able to contribute to the support of children in all areas of personal and educational development	1,2		
Competencies	Able to form appropriate relationships with young people.	1,2		
	Able to demonstrate appropriate motivation to work with young people.	1,2		
	Appropriate attitudes to use of authority and maintaining discipline.	1,2		
Equality Issues	Able to recognise and act upon common forms of discrimination. Able to understand the issues for pupils' education in an urban, multicultural context.	1,2		
		1,2		

Specialist Knowledge	Demonstrable knowledge of how pupils learn including some knowledge of how pupils acquire a second or additional language.	1,2	Level 2 Award in Support Work in Schools	1,2
	Demonstrable knowledge of curriculum requirements.	1,2,	Level 2 Certificate in Supporting Teaching and Learning in Schools	1,2
			Level 3 Certificate in Cover Supervision of Pupils in Schools	1,2
	Some knowledge of policies and procedures in areas such as child protection, behaviour management.	1,2,		
Education and Training	Able to commit to relevant job training.	1,2		
Other Requirements	Have a high level of commitment and determination.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).