Date: April 2022

Debenham High School

JOB DESCRIPTION

Job Title: **Cover Supervisor**

Grade: **Grade 4**

Hours: **30 hrs / 39 weeks**
Mon- Fri: 08:55 to 16:05

Line Manager: **Deputy Headteacher**

Job Purpose

Cover supervision occurs when there is no active teaching taking place. Pupils continue their learning by carrying out work which has been set by a teacher.

Cover supervision does not involve carrying out 'specified work' as outlined in the Education (Specified Work and Registration) (England) Regulations 2003 and accompanying guidance.

Although duties involve the interpretation of recognised procedures or guidelines, post holders will be expected to use considerable initiative.

The work will involve responding independently to unexpected problems and situations. The post holder has access to the line manager for advice and guidance on unusual or difficult problems.

Main Tasks and Responsibilities

Support for pupils during a teacher's absence

The term 'cover' refers to any occasion where the teacher normally responsible for teaching a particular class is absent from the classroom during the time they have been timetabled to teach and will include the following core elements:

- Supervising work that has been set in accordance with the school policy
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
- Responding to any questions from pupils about processes and procedures
- Dealing with any immediate problems or emergencies according to the school's policies and procedures
- Collecting any completed work after the lesson and returning it to the appropriate teacher
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lesson and any issues arising
- Ensure Health and Safety regulations are complied with.

Support for the curriculum

- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum
- Support implementation of Government initiatives under the direction of the teacher

This job description sets out the major duties and responsibilities associated with the post of Cover Supervisor. Any duties and responsibilities of a similar level or nature are not excluded because they are not itemised.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes and in that case appropriate training may be given to enable the post-holder to undertake this new varied work.

Debenham High School's Mission Statement

To provide a top quality education for pupils of all abilities in a caring, challenging, supportive and attractive environment in which all members of the community are valued and where Christian moral values are encouraged.

PERSON SPECIFICATION- COVER SUPERVISOR

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:		
Technical or specialist	• Experience and understanding of use of a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs	
	• Experience of working with/supervising pupils including knowledge of behavioural and learning difficulties	• Broad awareness and understanding of medical conditions such as asthma, epilepsy etc
		• Experience of the full range of school policies, particularly those relating to health & safety, equal opportunity issues and special educational needs
	• Knowledge and use of a range of equipment	• Awareness of health and safety procedures
	• Basic knowledge of first aid	• Experience of one to one support, where appropriate
	• Recognised competence in literacy and/or numeracy	• NVQ3, or equivalent in related area
		• Awareness of procedures relating to managing staff, e.g. health and safety, recruitment and selection etc
Literacy and numeracy	• Ability to read and understand school policies and procedures relevant to area of work	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
	• Ability to complete reports such as incident report form, behaviour diary, progress report etc	
School environment		• Knowledge of school policies and procedures • Good knowledge and understanding of the school's structure • Awareness and understanding of relevant government initiatives
Mental Skills:		
Research	• Assist teacher with information gathering and resources as appropriate	
Problem solving	• Ability to recognise and resolve more complex problems, referring unusual or difficult problems to classroom teacher or other appropriate person • Ability to manage classroom activities safely, the physical learning space and resources for which the post holder is responsible	
Thinking creatively / Developing new ideas	• When supervising or working with small groups of pupils the post holder must be able to adapt support given to pupils depending on age and/or ability	

Criteria	Essential to basic performance of job	Required for fully competent performance of job
	• Assist teacher in creating a positive learning environment • Creative ways of learning/making learning interesting • Develop and plan activities and group work for pupils in conjunction with teaching staff • In consultation with teaching staff, develop and amend timetables to ensure adequate staff cover	
Interpersonal & Communications Skills:		
Caring skills	• Sensitivity to pupils' needs	
Advising / guiding skills	• Advising and guiding pupils on the best way to handle situations, under the teacher's direction • Monitor pupils' participation and progress, providing feedback to teachers • Encouraging pupils to participate in or complete tasks • Ability to conciliate between pupil in playground or classroom disputes	• Providing information, advice and guidance to other Teaching Assistants and possibly supply teachers, or parent helpers or teaching students etc

Criteria	Essential to basic performance of job	Required for fully competent performance of job
	• Negotiating with teaching staff e.g. for teaching assistant cover	
	• Providing advice and guidance to Teaching Assistants on procedures and policies	
Verbal and written communications skills (including use of languages)	• Ability to communicate clearly and explain sometimes complex information to colleagues, and on occasion parents, with due regard for confidentiality, and under the direction of the teacher	
	• Ability to encourage participation and give feedback to pupils	
•	• Ability to maintain appropriate level of confidentiality	
	• Administering reading and spelling tests, under the direction of the teacher	
	• Attending and contributing to review and other meetings, as appropriate	
Training and/or presentation skills	• Develop and deliver induction and In Service Training for new Teaching Assistants	
Physical skills:		
Keyboard skills / use of mouse		• Ability to use keyboard and mouse required if supporting pupils using IT equipment

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Other manual skills	• Use of guillotine, craft knives, glue guns etc when displaying work or assisting pupils in practical lessons • Help pupils to use tools and equipment as required to support learning	
Other attributes:		
Level of autonomy	• Although work is covered by set policies and procedures, Teaching Assistants at this level must be able to manage own work and that of others under the guidance of the teacher • Able to work with small groups of pupils when carrying out specific tasks or on field trips etc • Able to supervise larger numbers of pupils when on duty break/lunchtime • Able to make decisions on when to refer queries/problems to teaching staff or line manager	