

Job description

Job title	Cover Supervisor	Grade	LBR 05
School	Aldersbrook Primary School		
Reports to	Headteacher		
Purpose of job			
<p>To maintain the quality of learning in lessons where the classroom teacher has set work, but is not able to be present</p> <p>To supervise and manage the classes and support the students in completing the task during the short-term absence of teachers.</p>			
Main duties and responsibilities			
<p>To be responsible for a class of students in lesson time with due regard for their health & safety and the school's high expectations and work ethos</p> <p>To give instructions for lessons as provided by a teacher.</p> <p>To maintain good behaviour of pupils in line with the school's behavioural policy arrangements and ensure that they remain on task.</p> <p>To supervise and where possible support pupils in their class work or learning activities, ensuring that the work set is undertaken with due regard to the time allocated.</p> <p>Liaise with teaching staff regarding work set in the class and pastoral staff as appropriate and provide objective and accurate feedback to teachers on the conduct of the lesson.</p> <p>To support the use of ICT and make appropriate use of all equipment and resources.</p> <p>To participate in educational visits.</p> <p>To cover registration as required</p> <p>To undertake any related record keeping and administrative tasks.</p> <p>Contribute to the academic success of the school</p>			

General

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

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 all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care and promote the inclusion and acceptance of pupils within the classroom.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Person specification

Job Title	Cover Supervisor	Grade	LBR 05
School	Aldersbrook Primary School		
<p>Education and Qualifications:</p> <ul style="list-style-type: none"> • Have a good level of education, particularly numeracy, ICT oral and writing skills • NVQ level 2 or GCSE English and Mathematics or equivalent • NVQ level 3 – preferably education related. 			
<p>Experience/Knowledge/Skills:</p> <ul style="list-style-type: none"> • An ability to promote positive values and good pupil behaviour. • Previous experience of working with children. • An ability to relate well to young people • Good verbal communication and written skills • An ability to work constructively as part of a team and understand the roles of others • A flexible approach when faced with conflicting work demands. • Be well organised, self motivated 			
<p>Other job requirements:</p> <ul style="list-style-type: none"> • Enhanced CRB check. • Flexible in approach and attitude • Willing to undertaken training 			