



Chadwell Primary School

High Road, Chadwell Heath, Romford, Essex. RM6 4EU
Tel: 020 8590 1242

JOB DESCRIPTION

Post: Cover Supervisor

Salary Scale: Grade LBR 5 Points 12-15

Location: Chadwell Heath, Romford, Essex. RM6 4EU

Working Hours: 33.75 hours per week, term time only.

PURPOSE OF THE ROLE

To maintain the quality of learning in lessons where the classroom teacher has set work, but is not able to be present. To supervise and manage the classes and support the students in completing the task during the short-term absence of teachers.

MAIN DUTIES AND RESPONSIBILITIES

- 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
- To give instructions for lessons as provided by a teacher.
- To maintain good behaviour of pupils in line with the school's behavioural policy arrangements and ensure that they remain on task.
- 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.
- 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.
- To support the use of ICT and make appropriate use of all equipment and resources.
- To participate in educational visits.

- To cover registration as required
- To undertake any related record keeping and administrative tasks.
- Contribute to the academic success of the school

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.

Name of post holder: _____

Signed by post holder: _____

Dated: _____

Person specification

Job Title	Cover Supervisor	Grade	LBR 5
Education and Qualifications: • Have a good level of education, particularly numeracy, ICT oral and writing skills • NVQ level 3 or GCSE English and Mathematics or equivalent			
Experience/Knowledge/Skills: • Working with children of relevant age in a learning environment • An ability to promote positive values and good pupil behaviour. • An ability to relate well to young people • Good verbal communication and written skills • A flexible approach when faced with conflicting work demands. • Be well organised, self-motivated • Can use ICT effectively to support learning • Full working knowledge of relevant policies/codes of practice/legislation • Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies • Good understanding of child development and learning processes • Understanding of statutory frameworks relating to teaching • Constantly improve own practice/knowledge through self-evaluation and learning from others • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these			
Other job requirements: • Enhanced DBS check. • Flexible in approach and attitude • Willing to undertake training			