

Job Specification

Job Title: Cover Supervisor (generic)

Grade: G5

Job Evaluation Code: GS5533

Reporting to:
Headteacher/HLTA

Manager's Grade:

Location: Schools

Service Area:
Schools and Lifelong Learning

Service Directorate:
Family Services

Workstyle: Workplace based

Overall Purpose of the Post:

To provide classroom supervision for pupils where colleagues are absent from duty for up to three days of their absence.

This post should not be used to cover long-term absence.

Requirements for the post.		
	Essential	Desirable
Qualifications/ Training	NVQ Level 3 for Teaching Assistants or NVQ Level 3 for supporting pupils with S.E.N. or Supporting Teaching and Learning in Schools Level 3	NVQ Level 3 for IT users. Level 3 ILM Certificate in First Line Management
Knowledge	Good Numeracy/ Literacy skills. Behaviour Management skills. An understanding of the National Curriculum and other basic learning programmes. Basic understanding of child development and learning. Child Protection issues. Health, Safety and Security issues. Data Protection issues. Appropriate knowledge of first aid.	
Experience		Previous experience as Teaching Assistant or appropriate relevant experience.
Physical Skills	Effective use of resources including some ICT skills	
Competencies and other skills required	Ability to relate well with children and adults. The ability to work as a member of a team.	

Key Outcomes/ Activities

- To supervise work that has been set in accordance with school policy.
- To manage the behaviour of pupils whilst they are undertaking the pre set work.
- To ensure a purposeful and constructive environment in which pupils can complete the work which has been set.
- To respond to any questions from pupils about process and procedure.
- To encourage pupils to complete the work set and to complete records for absent colleagues regarding this work.
- To deal with any immediate behavioural problems including dealing with incidents in accordance with school policies and strategies.
- To implement strategies to recognise and reward pupil achievement.
- To collect any completed work after the lesson and to return it to the appropriate colleague.
- To report as appropriate on the behaviour of pupils during lessons and on any other relevant issues which may have arisen.
- Where appropriate to undertake the marking of pupils work before returning it to the absent colleague.
- To collate a bank of supervision work for subjects in liaison with curriculum co-ordinators and to assist with planning learning activities.
- Where appropriate to prepare the classroom for lessons and to clear afterwards.
- To undertake administrative duties including administering course work and producing worksheets for agreed activities.
- To assist pupils in using resources, e.g. ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits, assisting with activities as required.
- To undertake clerical duties including photocopying and administering coursework.

Other duties commensurate with the grade of the post as directed by the Headteacher.

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

Responsibility for Resources

Employees (Supervision):

None

Financial:

None

Physical:

Effective use of learning materials and resources.

Customers and Clients:

The post involves some direct impact on the well being of pupils through undertaking tasks or duties related to the post.

Working Conditions:

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The ability to regularly attend meetings as required by the Headteacher/Line Manager.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.

Date completed: December 2012