



YSGOL BRYN ELIAN

JOB DESCRIPTION

POST: Cover Supervisor

SALARY RANGE: Grade 4 (SCP 19-21)

POSTHOLDER:

REPORTING TO: Cover Manager

JOB PURPOSE

- To work under the guidance of teaching and/or members of the school leadership team and within an agreed system of supervision.
- To support individuals and groups of pupils to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.
- To contribute to the teacher's planning cycle to ensure all pupils have equal access to learning.
- To occasionally supervise whole classes during the short-term absence of a teacher. The main focus of such cover will be to respond to questions, assist pupils to undertake set activities and stay on task and maintain order.

MAIN DUTIES

Support for Pupils

- Use specialist [curricular/learning] skills/training/experience to support pupils.
- Assist with the development and implementation of IEPs and IBPs.
- Establish purposeful working relationships with pupils and engender high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Attend to pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid, toileting, feeding and mobility.
- Following training, administer medication in accordance with the procedures for LEA and school policies.

- Support pupils consistently while recognising and responding to their individual needs.

- Encourage pupils to interact and work co-operatively with others.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide effective feedback to pupils in relation to programmes and recognise and reward achievement, including behaviour and attendance.
- Support for pupils with additional learning needs.

COVER SUPERVISOR

- To invigilate internal and external examinations when required.

Support for pupils when supervising classes in the absence of the teacher

- To register and record student attendance in lessons.
- To instruct students regarding the work left by their teacher.
- To provide students with the necessary resources for their learning.
- To ensure orderly entrance and exit of classrooms.
- To create a calm and purposeful environment in which pupils can complete work set by the classroom teacher.
- To follow school systems and procedures on behaviour management.
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To liaise with teacher[s] about cover work.

Support for the Teacher

- Work with the teacher to create a purposeful, orderly and supportive learning environment.
- Work with the teacher in lesson planning, evaluation and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and the recording of achievement against pre-determined learning objectives.
- Provide general clerical/administrative support, e.g. administer coursework, produce worksheets for agreed activities.
- Provide the teacher as requested with oral and written feedback on pupils' progress and achievement.
- As agreed with the teacher, be responsible for keeping and updating records. As requested, contribute to the review of school record-keeping systems.

Support for the Curriculum

- Implement agreed learning activities and teaching programmes.
- Implement programmes linked to local learning strategies, e.g. literacy, numeracy, ICT.
- Make effective use of opportunities provided by other learning activities to support the development of relevant skills.

- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

COVER SUPERVISOR

- Support for the Curriculum when supervising classes in the absence of a teacher.
- To collate a bank of supervision work in liaison with the relevant members of the teaching staff.

Support for the School

- Be aware of and comply with policies and procedures relating to inclusion, behaviour, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school, including Cwricwlwm Cymreig.
- Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of other support staff as appropriate.
- Undertake planned supervision of pupils' out-of-school-hours learning activities under teacher direction.
- Supervise pupils on visits, trips and out-of-school activities as required.

Date agreed by Postholder:

Signature of Postholder:

PERSON SPECIFICATION

Experience

- Experience of working with children.

Qualifications

- Very good numeracy/literacy skills.
- NVQ3 for Teaching Assistants or equivalent qualification, e.g. Braille Level 2, BSL Level 2.
- Training in the relevant strategies to support learning, e.g. literacy or specific areas of hearing, sign language, dyslexia, ICT, Maths and English.
- Appropriate first aid training.

Knowledge/Skills

- Can use ICT effectively to support learning.
- Use of other equipment and technology – video, photocopier
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Working knowledge of national/foundation phase, curriculum 14-19 pathways and other relevant learning programmes/strategies as appropriate.
- Understanding of principles of child development and learning processes.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position with these.

Cover Supervisors

- Have the necessary skills to manage safely classroom activities and the physical learning space.
- Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.