Northumberland County Council
JOB DESCRIPTION

<table>
<tr><td colspan="2">Post Title: Cover Supervisor</td><td colspan="2">Director/Service/Sector : Children's Services</td><td>Office Use</td></tr>
<tr><td colspan="2">Band: 4</td><td colspan="2">Workplace:</td><td rowspan="2">JE ref: SG6
HRMS ref:</td></tr>
<tr><td colspan="2">Responsible to: HLTA/Line Manager managing Support Staff/ members of the school's management team</td><td>Date:</td><td>Manager Level:</td></tr>
<tr><td colspan="5">Job Purpose: To work under the guidance of teaching/senior staff and within an agreed system of supervision, to supervise whole classes during the short term absence of the class teacher. The primary focus will be to maintain good order and to keep pupils on task. Staff involved in cover supervision will be expected to respond to pupils' questions and generally support pupils in learning activities in line with school's policies and procedures.</td></tr>
<tr><td>Resources</td><td>Staff</td><td colspan="3">None</td></tr>
<tr><td></td><td>Finance</td><td colspan="3">None</td></tr>
<tr><td></td><td>Physical</td><td colspan="3">School & Classroom Resources and data.</td></tr>
<tr><td></td><td>Clients</td><td colspan="3">Teachers, Groups of Children, Parents/Carers</td></tr>
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Duties and key result areas:

General

1. Within an agreed framework of supervision, during the short term absence of the classroom teacher, supervise and support pupils undertaking work and support work to establish an appropriate learning environment.
2. To undertake activities, as directed by the teacher, with whole classes, individuals or small groups of pupils.
3. Manage pupil behaviour and deal promptly with conflicts and incidents in line with school policy
4. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives.
5. Provide the class teacher with accurate and objective feed back on pupil progress and other matters.
6. Undertake the maintenance of pupils' records and accurately record achievement.
7. Gather information from parents and carers as directed.
8. Establish constructive relationships with parents and carers and participate in feedback sessions as directed.
9. Administer routine tests and invigilate exams.
10. Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc.

Support for Pupils

1. Use specialist skills, training, or experience to support pupils learning.
2. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.
3. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
4. Encourage children to engage in, and participate in learning activities lead by the class teacher.
5. To have challenging expectations that encourages children to act independently and build self esteem.
6. Provide feedback to pupils in relation to progress and achievement

Support for the Curriculum

1. Implement agreed teaching programmes, adjusting activities according to pupil responses and needs.

2. Help pupils to understand instructions
3. Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
4. Support use of ICT in learning and develop pupils' competence and independence in its use.
5. Help pupils access learning activities through specialist support.
6. Determine the need for, prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.

Support for the School

1. Comply with all school policies relating to:
    a. Health and Safety
    b. Equal Opportunities
    c. Child Protection
    d. Confidentiality and data protection.

2. Work in such as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and members of the school's management.
5. Attend and participate in regular meetings
6. To undertake other duties and responsibilities as required commensurate with the grade of the post

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

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

Work Arrangements	
Transport requirements:	None
Working patterns:	Normal work patterns
Working conditions:	Normally indoors

Northumberland County Council
PERSON SPECIFICATION

Post Title: Cover Supervisor	**Director/Service/Sector: Children's Services**	**Ref:** SG6
Essential	**Desirable**	**Assess by**
Knowledge and Qualifications		
Very good numeracy and literacy skills; NVQ 3 for Teaching Assistants or equivalent qualifications and practical experience in a TA role. Participated in training related to various national strategies e.g. literacy and numeracy Experience of being able to hold the attention of a class of children.	HSAW First Aid Qualification or equivalent	(a), (i), (t) .
Experience		
Working with children of the relevant age Implementation of relevant national strategies. Experience of using ICT in a classroom situation	Clerical duties Report Writing Working with children with additional needs	(a), (i).
Skills and competencies		
The effective use of ICT to support learning – computer, video, photocopier Ability to use other types of learning technology: ● Photocopying ● Whiteboards ● CD ROM ● Video Understanding of codes of practice and recent relevant education; Good understanding of the principles of child development and the learning	NVQ 2 ICT Qualification or in-service training and 3 years experience of using ICT in a learning environment	(a), (r), (i).

process Can actively self- evaluate learning needs and seek out learning opportunities Can work as a member of a team, understanding their role in the classroom and associated responsibilities. Appropriate First Aid knowledge		
Physical, mental and emotional demands		
Concentrated periods of mental attention and the ability to work to deadlines, whilst being exposed to conflicting demands. The job involves direct personal contact with people whose personal circumstances and behaviour could be in conflict with those of the school. Normal lifting activities will be required.		
Other		
Willingness to participate in development and training opportunities		(a), (i).

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits