



# CROFTON ACADEMY JOB SPECIFICATION

**Job Title:** COVER SUPERVISOR

**Grade:** 4 **Job Evaluation Code:** Non - Generic

**Reporting to:** COVER MANAGER

**Location:** CROFON ACADEMY

**Service Area:** FAMILY SERVICES

## Overall Purpose of the Post:

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

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

## Knowledge, skills and experience requirements for the post.

	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications/ Training</u>	Higher Level Teaching Assistant status or willingness to work towards	NVQ Level 3 for Teaching Assistants
	Level 2 Numeracy/ Literacy	
	Training in relevant learning strategies e.g. literacy	

<p><b><u>Knowledge &amp; Skills</u></b></p>	<p>Good Numeracy/ Literacy skills</p> <p>Behaviour Management skills.</p> <p>An understanding of the National Curriculum and other basic learning programmes.</p> <p>Good understanding of child development and learning.</p> <p>Ability to relate well with children and adults.</p> <p>Ensure up to date knowledge of child protection issues.</p> <p>Good knowledge of health, safety and security.</p> <p>Data Protection issues.</p> <p>Can use ICT effectively to support learning.</p> <p>Full working knowledge of relevant policies/codes of practice legislation.</p> <p>Working knowledge and experience of implementing national stage curriculum and other relevant learning programmes/ strategies</p> <p>Good understanding of child development and learning processes</p> <p>Constantly improve own practice/ knowledge through self-evaluation and learning from others</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</p> <p>Appropriate knowledge of first aid.</p>	
<p><b><u>Experience</u></b></p>	<p>At least one years experience as Teaching Assistant or appropriate relevant experience.</p>	

## **Responsibilities and Accountabilities**

- To complement the professional work of teachers by taking responsibility for agreed learning activities. These activities can be for individuals/groups or whole classes on a short-term basis.

The postholder must at all times carry out his/her responsibilities within the spirit of Council and school policies, within the framework of the Education Act 2002 with particular regard to the regulations made under Section 133 and the statutory responsibilities of the governing bodies of schools.

## **Support for pupils**

- 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 deal with any immediate behavioural problems including dealing with incidents in accordance with school policies and strategies.
- To report as appropriate on the behaviour of pupils during lessons and on any other relevant issues which may have arisen.
- 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 implement strategies to recognise and reward pupil achievement.
- To collect any completed work after the lesson and to return it to the appropriate colleague.
- 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 typing, photocopying and administering coursework for linked departments and department displays.

### **Support for the Teacher**

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Administer and assess/mark tests and invigilate exams/tests as required.
- Production of lesson plans, worksheet, plans, etc.

### **Support for the Curriculum**

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies, e.g., literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interest and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

### **Support for the School**

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Collection of monies at the direction of the Finance Manager
- Invigilation of public examinations under the direction of the Examinations Officer and Senior Staff

### **Line Management Responsibilities where Appropriate**

- Liaise between managers/teaching staff and teaching assistants.
- Attend regular team meetings.

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

**Responsibilities for resources**

**People**

None

**Budgets**

None

**Physical Resources**

Effective use of learning materials and resources.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** January 2015

**Signature of Postholder:** .....

**Date:** .....

**This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**