

Cover Supervisor

PURPOSE OF THE POST

This role is to step in and cover for an absent teacher to lead classes, working closely with the class TAs.

In most cases the absence will be planned and planning will be provided. On some occasions absences will be unplanned and, in these situations, you will plan and deliver the lesson. Middle Leaders will provide detailed, medium term planning to support with this.

DUTIES AND RESPONSIBILITIES

Support for the Pupil

- Use specialist (curricular/learning) skills/training/experience to support pupils with diverse, severe learning needs and challenging behaviours.
- Ensure class staff you work with deliver therapy programmes, as planned by health & therapy colleagues.
- Using specialist knowledge and skills to contribute to the development and implementation of individual Education/Behaviour programmes.
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Encourage pupils to interact with others and work co-operatively with others and engage all pupils in activities.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedures.
- To explain targets, simplify explanations and encourage pupils to use appropriate educational terminology when talking about targets.
- To use and implement teaching programmes as necessary.
- Support pupils during breaks from teaching activities.
- To use Team Teach de-escalation strategies in a highly effective manner.
- To Use Team Teach positive handling appropriately in line with training.

Support for the Teacher/class

- Provide and produce lesson plans, worksheets and activities in the absence of the lead.

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- Prepare a bank of teaching and learning activities for cover lessons.
- Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Plan, prepare and deliver individual/group learning activities e.g., friendship groups, social stories, 1-1 mentoring.
- Establish and maintain an appropriate learning environment.
- Deliver learning activities, maintain good order and keep pupils on task. Respond to pupils' questions and generally assist pupils to undertake set activities.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objective set through cover work.
- Provide objective and accurate feedback and reports as required, to the teacher and pupils on achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records, logs, in an agreed format, contributing to reports and reviews of systems/records as necessary.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Administer and access routine tests and invigilate exams/tests.
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities, etc.
- Assist in the training and development of classroom support staff.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents/carers.
- Establish constructive relationships/partnerships and communicate with other agencies/professionals, to support achievement and progress of pupils.
- Supervise pupils on visits, trips and out of school activities as required.
- Transport pupils as appropriate subject to MIDAS training if using the school minibus.

Support for the Curriculum

- Supervision of whole classes during the absence of the teacher and/or the teaching assistant.

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- Implement local and national learning strategies e.g. literacy, numeracy, at KS3 effectively utilising all alternative opportunities to support extended development.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Deliver specific areas of curriculum to individual, small groups and whole classes.
- Implement agreed learning activities/teaching programmes, differentiating between the activities according to pupil learning styles and individual responses/needs.
- Be aware of and support differentiation and ensure all pupils have equal access to opportunities to learn and develop.
- Lead the extended curriculum during school holidays periods.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.
- Access training for Team |Teach, PECs, Signalong and individual communication aids as is appropriate.

Support for the School

- Undertake home visits to support pupils and families. Liaise with parents/carers to help maintain good relationships between pupils, school and parents/carers.
- Carry out baseline assessments/testing on new pupils to ascertain educational ability of pupil and pass results to the teacher.
- Administer medication to pupils in line with the Medical Policy of the school.
- Carry out risk assessments on pupils to ascertain if a pupil is safe to be in a particular learning environment. E.g. Educational Visits.
- Manage the behaviour of pupils when off site and in establishments outside of the school e.g. local colleges.
- Assist with whole school organisation for e.g. transport, lunch duties. Undertake lunchtime supervision.
- Undertake planned supervision of pupils out of school hours learning activities twice a week.
- Participate in training, staff development and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Read, uphold, and promote the safety and wellbeing of students as set out in the trust safeguarding procedures.

- Contribute to the overall ethos/aims/work of the school.
- Promote high standards of personal professional conduct in accordance with the trust Employee Code of Conduct.
- Attend Awards' Evening and Parents' Evenings as directed with appropriate adjustments in hours.
- Attend and participate in regular meetings as appropriate and record minutes as required.
- Undertake any other duties and responsibilities commensurate with the salary.

CORE RESPONSIBILITIES AND DUTIES

- Ensure that you understand and comply with the trust Health and Safety policy by following the relevant procedures that are in place.
- Read, uphold, and promote the safety and wellbeing of students as set out in the trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the trust Employee Code of Conduct.
- Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.

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CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE	
- NVQ 3 in Supporting Teaching and Learning and/or HLTA Qualification and/or 'A' Level in English, Maths or ICT and/or degree qualification in a school-based subject. <i>Applicants with results due are able to apply.</i> - GCSE 9-4 (A* - C) in English, Maths and ICT or Level 2 Key Skills qualification in English, Maths and ICT. <i>Applicants with results due are able to apply.</i> - To have experience of covering the class in the absence of the class teacher, being able to deliver a range of learning activities and direct other staff and pupils appropriately or to be able to show through observation that you are able to do this. - To be able to follow a lesson plan and deliver a lesson from a plan using your working knowledge of the National Curriculum and your literacy, numeracy and ICT skills. - Significant experience in an education setting with pupils with special educational needs	Degree	
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL	DESIRABLE	
- Ability to plan and lead 1 2 1, small groups and whole class input. - Ability to work effectively within a team environment, understanding classroom roles and responsibilities. - Ability to build effective working relationships with all pupils and colleagues. - Ability to promote a positive ethos and role model positive attributes in all aspects of school life (dress, attitude, attendance and punctuality). - Excellent numeracy, literacy, and ICT skills to support learning and utilise these skills to develop appropriate learning activities. - Understanding and working knowledge of the national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas, use of ICT across the curriculum etc. - Working knowledge of relevant policies/code of practice/legislation relevant to the post. - Behaviour management with a trauma informed approach.		

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CRITERIA

Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

ESSENTIAL

- Able to provide for continuity and consistency for a group of pupils in your care.
- An understanding of the use of appropriate resources to aid progress.
- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.
- Establish constructive relationships with parents and carers.
- Able to improve their own practice through observations, evaluations and discussion with colleagues and be involved in the professional review process.
- Ability to direct the work and practice of other staff where appropriate