

**Canon Sharples CE Primary School and Nursery**  
**Job Description/Person Specification**  
**Cover Supervisor**

|                                |                                                                                                                                                                            |  |  |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Job purpose:</b>            | To deliver whole class teaching as appropriate on a timetable basis and/or in the absence of the teacher.<br><br>And/or to provide support to teaching staff and students. |  |  |
| <b>Reporting to:</b>           | Teachers/senior staff                                                                                                                                                      |  |  |
| <b>Responsible for - Staff</b> | None.                                                                                                                                                                      |  |  |
| <b>Liaising with:</b>          | Pupils, teachers, senior staff, parents/carers, visitors to the school.                                                                                                    |  |  |
| <b>Grade of post:</b>          | G4                                                                                                                                                                         |  |  |
| <b>Disclosure level:</b>       | Enhanced                                                                                                                                                                   |  |  |

**Job Outline**

- To supervise pre-prepared activities in the short term/unplanned absence of the teacher.
- To communicate to pupils the work set by the teacher.
- To oversee distribution of books, equipment, worksheets as directed by the teacher.
- To communicate feedback to the teacher from the covered lesson using forms as required.
- To manage the behaviour of pupils whilst undertaking work with them according to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To assist with the supervision of pupils out of lesson times, including before and after school, lunch and play times as may be reasonably directed.
- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- To support and make use of the school's disciplinary and reward system.
- To work as a TA under the direction of the teacher supporting pupils in class when not required for cover duty.

**Other Specific Duties**

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

**Health and Safety Training**

To undertake Health and Safety Training on areas within the designated work area.

**SIGNATURES / AUTHORISATION**

I/we agree that this job description is an accurate reflection of the duties, skills and responsibilities of the post.

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|                       |  |        |  |
|-----------------------|--|--------|--|
| Signed Governors:     |  | Date   |  |
| Signed Headteacher:   |  | Date   |  |
| Signed Jobholder:     |  | Date   |  |
| Print Name Jobholder: |  | NI No: |  |
| School Name:          |  |        |  |
| DFES                  |  |        |  |

Please sign and return to your manager.

## A. Experience

|                                                                                                  | Essential | Desirable | Source<br>A = Application<br>I = Interview<br>R = References<br>T = Task/Observation<br>P = Presentation |
|--------------------------------------------------------------------------------------------------|-----------|-----------|----------------------------------------------------------------------------------------------------------|
| Significant experience of working with children of a relevant age preferably in a school setting | E         |           | A, I                                                                                                     |

## B. Training and Qualifications

|                                                                            | Essential | Desirable | Source |
|----------------------------------------------------------------------------|-----------|-----------|--------|
| NVQ level 3 in a related subject or equivalent qualification               | E         |           | A, I   |
| Good standard of Maths and English minimum Grade A*-C (GCSE) or equivalent | E         |           | A, I   |
| Willingness to undertake further relevant training                         | E         |           | I      |
| Willingness to undertake basic first aid                                   |           | D         | A, I   |

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## **C. Knowledge and Understanding**

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

|                                                                                               | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
|-----------------------------------------------------------------------------------------------|------------------|------------------|---------------|
| Knowledge of how to use relevant equipment/resources including ICT packages                   | E                |                  | A, I          |
| Understanding of the national/foundation stage curriculum and other basic learning programmes |                  | D                | A, I          |
| Understanding of relevant policies, codes of practice and awareness of relevant legislation   |                  | D                | A, I          |
| Knowledge of Health and Safety                                                                |                  | D                | A, I          |
| Understanding of the principles of child development and learning processes                   | E                |                  | A, I          |
| Knowledge of the policies/codes of practice and awareness of relevant legislation             | E                |                  | A, I          |

## **D. Personal Skills, Abilities and Competencies**

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

|                                                                                           | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
|-------------------------------------------------------------------------------------------|------------------|------------------|---------------|
| Ability to use different approaches to deal with whole classroom and individual behaviour |                  | D                | A, I          |
| Ability to communicate with and relate well to children and adults                        | E                |                  | A, I          |
| Ability to work under supervision and as a team member                                    | E                |                  | A, I          |
| Ability to work in accordance with the schools health and safety policies                 | E                |                  | A, I          |
| Ability to recognise own learning needs and seek further opportunities                    | E                |                  | A, I          |
| Ability to deal with minor injuries                                                       |                  | D                | A, I          |

## **E. Legal Issues**

|                                    | <b>Essential</b> | <b>Desirable</b> | <b>Source</b> |
|------------------------------------|------------------|------------------|---------------|
| Legally entitled to work in the UK | E                |                  | A, I          |

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