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

Job purpose:	To deliver whole class teaching as appropriate on a timetable basis and/or in the absence of the teacher. And/or to provide support to teaching staff and students.		
Reporting to:	Teachers/senior staff		
Responsible for - Staff	None.		
Liaising with:	Pupils, teachers, senior staff, parents/carers, visitors to the school.		
Grade of post:	G4		
Disclosure level:	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 A = Application I = Interview R = References T = Task/Observation 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

C. Knowledge and Understanding

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

	Essential	Desirable	Source
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.

	Essential	Desirable	Source
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

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

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