



## ST Thomas More R C Academy ROLE DESCRIPTION

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| Job title & Grade      | Cover Supervisor– Supporting & Delivering Learning<br>NJC Grade 5 (term time only)  |
| Accountability         | Responsible to Assistant Headteacher<br>(will liaise with the Director of Finance & Support Services)   |
| Hours                  | 37 hours per week term time plus (i.e. 190 term time days plus 3 days to be directed each year) worked over Monday to Friday.   |
| Annual Leave           | As this is a term time only position annual leave is rolled up into salary payment  |
| Probationary Period    | 6 months from date of appointment   |
| Trade Union Membership | St Thomas More recognises and works with a variety of trade unions. The postholder is entitled to join any trade union  |
| Job Purpose            | <ul style="list-style-type: none"> <li>• To supervise whole classes during the short-term absence of teachers as they undertake the work set, to invigilate tests and examinations and to accompany staff and pupils on educational visits. The primary focus will be to maintain good order and to keep students on task. Cover Supervisors will need to respond to questions and generally assist students to undertake set activities.</li> <li>• To support reprographics and designated departments with the preparation and management of resources (when not required to undertake classroom cover supervision).</li> </ul>  |
| Main Duties            | <p><b>Support for Students</b><br/>Use specialist (curricular/learning) skills/training/experience to support students. Assist with the implementation of IEPs.<br/>Establish productive working relationships with students, acting as a role model, and setting high expectations (in line with school behaviour and discipline policy).<br/>Promote the inclusion and acceptance of all students within the classroom.<br/>Support students consistently whilst recognising and responding to their individual needs.<br/>Encourage students to interact and work co-operatively with others and engage all students in activities.<br/>Promote independence and employ strategies to recognise and reward achievement of self reliance.<br/>Provide feedback to students in relation to progress and achievement.</p> <p><b>Support for the Teacher</b><br/>Work with the teacher to establish an appropriate learning environment.<br/>Administer routine tests, invigilate exams/tests and support with Access Arrangements.<br/>Provide general clerical/admin support across school when not required for cover</p> <p><b>Support for the Curriculum</b><br/>Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.<br/>Implement local and national learning strategies eg literacy, numeracy, KS3, and make effective use of opportunities provided by other learning activities to support the development of relevant skills.<br/>Support the use of ICT in learning activities and develop students' competence and independence in its use.<br/>Help students to access learning activities.<br/>Monitor and manage stock and supplies, cataloguing, as required</p> <p><b>Support for the School</b><br/>Be aware of, and comply with, policies and procedures relating to child</p> |

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|                          | <p>protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</p> <p>Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.</p> <p>Contribute to the overall ethos/work/aims of the school.</p> <p>Establish constructive relationships and communicate with other agencies/professionals in liaisons with the teacher, to support achievement and progress of students.</p> <p>Attend and participate in regular meetings.</p> <p>Participate in training and other learning activities, as required.</p> <p>Recognise own strengths and areas of expertise and use these to advise and support others.</p> <p>Provide appropriate guidance and supervision and assist in the training and development of staff, as appropriate.</p> <p>Undertake planned supervision of students out of school hours learning activities.</p> <p>Supervise students on visits, trips and out of school activities, as required.</p> |
| <b>Additional Duties</b> | To undertake any other duties appropriate to the grade of the post   |
| <b>General</b>           | <p>Contributing to the effective working of the department.</p> <p>Participate in team meetings and identify training and development needs in conjunction with the Line Manager &amp; Director of F&amp;SS.</p> <p>The list of duties (main and additional) is not exhaustive and may be subject to other duties commensurate with the role.</p>  |
| <b>Confidentiality</b>   | All employees are required to maintain confidentiality regarding any information about students and employees.   |
| <b>DBS Checks</b>        | This post is required to undertake a DBS check   |
| <b>Role Description</b>  | This role description is subject to review and change from time to time  |

## Person Specification

Post Title: Cover Supervisor Supporting and Delivering Learning

Grade: 5

| Area                               | Criteria  | Requirement   |
|------------------------------------|---|---|
| <b>Skills/Knowledge /Aptitude</b>  | <p>Can use ICT effectively to support learning</p> <p>Use of other equipment technology - video, photocopier</p> <p>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</p> <p>Working knowledge of national/foundation curriculum and other relevant learning programmes/strategies</p> <p>Understanding the principles of child development and learning processes</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these</p> | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> |
| <b>Qualifications and Training</b> | <p>Good numeracy/literacy skills</p> <p>NVQ Level 3 for Teaching Assistants or equivalent qualification or experience</p> <p>Training in the relevant strategies e.g literacy and/or, in particular, curriculum or learning area e.g bilingual, sign language, dyslexia, ICT, maths, English, CACHE etc.</p> <p>Appropriate first aid training</p>  | <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>   |
| <b>Experience</b>                  | <p>Experience of working with children of relevant age</p>  | <p>Essential</p>  |