

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	Croesty Primary School
POST:	Cover Supervisor
GRADE OF POST:	Grade 8
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

In the absence of the responsible class teacher enable the continuation of learning by interpreting, utilising and delivering pre-prepared exercises and set work, as well as engaging, motivating and managing the behaviour of pupils.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Cover the class using pre-prepared materials, deciding on modification where needed.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans.
- Assess learning needs and devise alternative methods of facilitating learning and understanding.
- Provide specialist care to those pupils with significant requirements.
- Promote inclusion and ensure all have equal access to opportunities to learn and develop.
- Be aware of the different requirements of pupils.
- Monitor and evaluate the success of activities against agreed measures. Provide detailed and regular feedback to teachers on pupil achievement, progress and problems.
- May be required to supervise others, allocating and checking work, instructing and monitoring staff within the classroom.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Bureau

This post requires a criminal record check through the Disclosure & Barring Service (DBS)

Person Specification

Cover Supervisor

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> NVQ level 4 for Teaching Assistants or equivalent qualification or experience. Appropriate First Aid training. Registration with Education Workforce Council. 	Yes	Production of original Qualification Certificates and application form.
		Yes	
Knowledge & Experience	<ul style="list-style-type: none"> Previous experience of working with children of relevant age Knowledge and understanding of the new Curriculum for Wales , relevant learning strategies/ programmes. Understanding of principles of child development and learning. Good understanding of classroom roles and responsibilities. Experienced in working in a Faith School 	Yes	Interview, application form and references.
		Yes	
		Yes	
		Yes	
Skills & Personal Qualities	<ul style="list-style-type: none"> Excellent literacy and numeracy skills. Effective use of ICT to support learning Ability to develop and implement clear and realistic learning plans and monitor progress 	Yes	Interview, application form and references.
		Yes	

	<ul style="list-style-type: none"> • Ability to relate well to children and adults. • Ability to work constructively as part of a team. • Courteous in dealing with staff, pupils, parents and carers. • Manages time effectively. • Support the Catholic Ethos of the school 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
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