

Knebworth Primary & Nursery School

Headteacher: Miss S Bains

Job Description: Cover Supervisor

Reports to: Headteacher/SLT

Salary Range: H4 range

Main Purpose

To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to maintain a positive and orderly learning environment while ensuring pupils remain focused and engaged with their assigned activities.

Key Responsibilities

- Supervise pre-prepared activities and self-directed learning in the short-term planned/unplanned absence of teachers to provide continuity of learning for pupils.
- Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
- Manage the behaviour of pupils whilst they are undertaking work.
- Collect any completed work after the lesson, mark work in line with the school's marking policy and return it to the appropriate teacher.
- Report back as appropriate using agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

Individuals in this role may also undertake some or all of the following:

- Undertake exam invigilation i.e SATS.
- Establish and maintain relationships with families, carers and other adults, e.g., speech therapists.
- Escort and supervise pupils on educational and out of school activities.
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
- Guide and support pupils in their personal, emotional and social development.

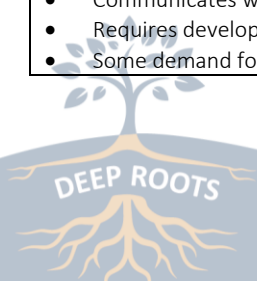
The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The job is to provide cover for whole classes during the short-term absence of a teacher. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting, or to allow time for planning, preparation or assessment.
- Works under the general direction of a teacher. Makes independent decisions about the management of pupils undertaking pre-prepared learning activities referring complex decisions to a teacher.
- Supervises pre-prepared learning activities to groups, classes of pupils assessing behaviour and ensuring continuity of learning in the absence of a teacher.
- Responsible for the safety and wellbeing of pupils in classroom.

Knowledge, Skills & Abilities

- Working at or towards the national occupational standards (NOS) in Supporting Teaching and Learning reflected in the mandatory and relevant optional units of the level 3 NVQ and Level 3 diploma in specialist support for teaching and learning on the Qualification and Credit Framework or equivalent experience.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Knowledge of procedures for supervising pre-prepared learning activities, providing feedback.
- Specialist knowledge of behaviour management and training in behaviour management techniques.
- Resolves problems in relation to pre-prepared learning activities and pupil behaviour.
- Communicates with pupils to undertake pre-prepared learning materials and supervise self-directed learning.
- Requires developed skills to motivate and stimulate learning and ensure appropriate behaviour.
- Some demand for precision. Setting up and use of educational equipment and/ or keyboard skills.



Supervision

- The jobholder will usually be managed by a member of the school's senior management team but may work with several teachers.
- Works under the general direction of a teacher. Makes independent decisions about the management of pupils undertaking pre-prepared learning activities referring complex decisions to a teacher.
- May demonstrate own duties to new or less experienced staff.

Problems, Demands & Decisions

- Follows detailed instructions and/ or is closely supervised with little scope for discretion; problems are generally referred.
- Working with groups and whole classes of pupils where work is regularly interrupted, although this does not normally require switching from one activity to another.
- Regularly exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management.

Dimensions

- No responsibility for financial resources.
- May be issued with a laptop where appropriate, other equipment in use will likely be for short term use to aid teaching and learning.
- Responsible for the careful and safe use of equipment such as standard ICT equipment.
- Maintains records of work done during cover supervision periods.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

Working Environment

- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions.

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

The specific duties attached to any individual staff member are subject to annual review and may, after discussion with the staff member, be changed.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form.

This role will be reviewed annually as part of the Performance Appraisal process.

Signed: _____

Name: _____

Date: _____

