



## Cover Supervisor

### Job description

Salary /Grade range	Grade G, (SCP9 to 17, £26,409 - £30,060) Actual salary, £23,006 - £26,187
Location:	Co-op Academy Swinton
Reports to:	Office Manager
Contract:	Permanent
Hours:	36 hours per week, Term-time + 5 additional days (INSET days)

#### Purpose of role:

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom, including the supervision of whole classes during short term absence of teaching staff.

#### Key accountabilities (and specific duties / responsibilities):

- Supervise pupils whilst they undertake work previously set by teaching staff in accordance with school policy.
- Supervise pupils out of lesson times, including break-times, before and after school (including corrections) and during school trips.
- Prepare the learning environment before lessons, including the distribution of learning materials etc.
- Undertaking administrative support, e.g. photocopying, filing, word processing, as necessary.
- Ensure that the classroom is left in good order at the end of a lesson.
- Manage the behaviour of pupils during the lesson according to the School's behaviour management policy and ensure a constructive learning environment.
- Report back as appropriate on the behaviour of pupils during the lesson and any other issues that may arise in accordance with school policies and deal with any immediate problems or emergencies.



- Respond to questions from pupils with regard to the set work where appropriate
- Collect completed work after the lesson and return to the appropriate teacher
- Record and report attendance at lessons in accordance with school policy
- Work with the Heads of Department to identify, monitor and track pupils who require additional support, both in either specific subjects or requiring more general support across the curriculum
- Support the assessment process by undertaking one to one reviews of pupils, monitoring and evaluating their development against pre-determined learning objectives and providing objective and accurate feedback and reports as required on pupil achievement and progress, ensuring the availability of appropriate evidence
- Assist to maintain a well-established bank of resources on a range of topics
- Assist with the display of pupils work when required
- Assist with exam invigilation under the supervision of the Examinations Manager
- Undertake routine marking of pupils work using an explicit mark scheme that does not require interpretation or professional judgement, for example multiple choice tests
- Complete relevant paperwork and collate statistics as required
- Immediately report any concerns with regards to health & safety and child protection
- To support teachers in the classroom where appropriate
- To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues and promote equal opportunities for all
- To uphold and promote the values and the ethos of the school
- To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection
- To take a proactive approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks and actively contribute to the security of the school, e.g. challenging a stranger on the premises
- To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school
- To attend and participate in relevant meetings as appropriate
- To undertake any other additional duties commensurate with the grade of the post



## Person specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• NVQ 3 for Teaching Assistants or equivalent</li> <li>• Literacy &amp; Numeracy skills to Level 2 within the National Qualification &amp; Curriculum Framework (QCF)</li> </ul>		A/I A/ I
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of interacting with and working with children and/or young people</li> <li>• Experience of working with and supervising children/young people within an educational setting is desirable</li> <li>• Experience of engaging with groups of people and public speaking</li> <li>• Experience of effectively using ICT and other technology such as video recorders and resolving straightforward problems in their operation</li> </ul>	D	A/I A/I A/I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• Understanding of the National Curriculum at relevant to the key stages taught at the School</li> <li>• Knowledge and understanding of the barriers to learning faced by children and young people</li> <li>• Understanding of the principles of child development and learning processes</li> </ul>		A/I A/I A/I



<ul style="list-style-type: none"><li>• Understanding of equal opportunities and inclusion and how it applies in a school setting</li><li>• Understanding of how safeguarding and confidentiality are important when working with children and young people</li></ul>		A/I  A/I
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"><li>• Interpersonal skills to build and maintain effective relationships with pupils and colleagues</li><li>• Communication skills to motivate and impart information to pupils taking into account their individual learning styles and their cognitive ability</li><li>• Creative skills to adapt learning activities relating to the National Curriculum and other learning objectives</li><li>• Organisational skills to work under pressure to prepare for activities using own initiative to meet potentially conflicting deadlines</li><li>• Team-work skills to work collaborative with colleagues, understanding classroom roles and responsibilities and your own position within these</li><li>• To promote a positive ethos and a good role model</li></ul>		A/I  A/I  A/I  A/I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.