

Portswood Primary School

Job Description

Cover Supervisor

Grade/Salary:	Pay scale C (£18,933 - £19,941 pro rata)
Hours:	32.5 hours per week (term time only)
Contract:	12-month Fixed Term Contract starting September 2021
Responsible to:	Principal
More Information:	Ideal for someone considering initial teacher training but all candidates will be welcome to apply

Principle Responsibilities

- To deliver planned lessons to children across Key Stages 1 and 2 in the absence of their regular teacher, whilst ensuring a safe environment, that students are engaged in their work, and that their behaviour is managed.

Primary Roles

The Cover Supervisor will be responsible for:

- liaising with teaching staff with regard to work set for a class and supervising the completion of the work by students.
- managing the behaviour of students to ensure a constructive and positive environment.
- responding to any questions from students about the work set, and to provide support and guidance as is appropriate.
- dealing with any immediate problems or emergencies in accordance with the school's policies and procedures.
- collecting any completed work and resources after the lesson and returning them to the appropriate teacher.
- reporting back on the behaviour of students during the class, and any other issues arising.
- undertaking student registration of a class.
- developing positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- taking part in whole school INSET activities to enhance job effectiveness.
- accompanying students on trips, visits and other educational activities.
- undertaking a 'duty' as part of the school's duty system.
- supporting the work of classroom teachers when not deployed directly covering a class.
- supporting and contributing to the development of an "activity bank" of resources.
- support and contributing to the creation and maintenance of classroom displays.
- supporting general school administration when demand for cover is low.

Other

- 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 (as amended 2013 and 2020). An enhanced disclosure with a check of the Children's Barred List will be sought through the Disclosure and Barring Service as part of HISP Multi Academy Trust's pre-employment checks.
- To undertake all training as required to carry out the role safely.
- To work co-operatively with others towards shared goals.
- To be aware of and to comply with policies and procedures including those relating to child protection, health & safety and security & confidentiality.
- To undertake other duties as required by the Principal commensurate with the responsibilities of a Cover Supervisor or the grade of the post.
- To promote and ensure the health and safety of students, staff and visitors at all times.

For the avoidance of doubt, this is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.

