**Wellspring Academy Trust** 

**Job Description**

**Post Title:** Cover Supervisor

**Department**: Ebor Gardens Primary Academy

**Reporting to:** Executive Principal/ Head of School

**Salary within the range:**  C1 Pro-Rata/Term Time + 5 insets



# Purpose of the post

* To work under the guidance of teaching/senior staff and within an agreed system of supervision. To implement agreed work programmes with individuals/ groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/ presentation of resources.
* Staff may also supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.
* Under the guidance of staff; provide specialist support in a specific curricula/ resource area, including preparation, and maintenance of resources and support to staff and pupils. Working under guidance; provide support in addressing the needs of pupils who need particular help to overcome barriers to learning.
* Establishing good relationships with pupils, acting as a role model.
* Providing supervision of pupils to ensure the maintenance of good order, good behaviour and discipline on school premises, promote positive play amongst children and the safety and welfare of pupils.

# Key Areas

* Support for pupils
* Support for the Teachers
* Support for the Curriculum
* Support for the School

# Responsibilities

## Support for Pupils

* Use specialist (curricular/ learning) skills/ training/ experience to support pupils
* Assist with the development and implementation of Individual Education/ Behaviour/ Support/mentoring plans
* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all pupils within the classroom
* Support pupils consistently whilst recognising and responding to their individual needs

Encourage pupils to interact and work co-operatively with others and engage all pupils in activities

* Promote independence and employ strategies to recognise and reward achievement of self reliance
* Provide feedback to pupils in relation to progress, achievement, behaviour and attendance Provide pastoral support to pupils
* Receive and supervise pupils excluded from, or otherwise not working to, a normal timetable
* Attend to pupil’s personal needs and provide advice to assist in their social, health and hygiene development
* Participate in comprehensive assessment of pupils to determine those in need of particular help
* Support provision for pupils with special needs
* Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
* Promote the speedy/ effective transfer of pupil’s phases/ integration of those who have been absent
* Provide information and advice to enable pupils to make choices about their own learning/behaviour/ attendance
* Challenge and motivate pupils, promote and reinforce self-esteem.

## Support for the Teacher

* Work with the teacher to establish an appropriate learning environment
* Work with the teacher and other staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Be responsible for maintaining and updating records, information and data as agreed with the teacher, contributing to reviews of systems/ records as requested and producing analysis and reports as required
* Undertake marking of pupils’ work and accurately record achievement/ progress
* Promote and ensure health and safety, positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Liaise sensitively and effectively with parents/ carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/ meetings with parents , or as directed by the teacher
* Administer and assess routine tests and invigilate exams/ tests.
* Establish constructive relationships with parents/ carers, exchanging information, facilitating their support for their child’s attendance, access and learning and supporting home to school and community links
* Create and maintain a purposeful, orderly and productive working environment
* Ensure timely and accurate design, preparation and use of specialist equipment/ resources/ materials
* Assist in the development of lesson/ work plans, administration of coursework, work sheets etc.
* Contribute to planning, development and organisation of systems/ procedures

Administer and assess routine tests and invigilate exams/tests

* Liaise with feeder schools and other relevant bodies to gather pupil information for agreed activities

## Support for the Curriculum

* Implement agreed learning activities/ teaching programmes, adjusting activities according to pupil responses/ needs
* Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Help pupils to access learning activities through specialist support
* Determine the need for, prepare and maintain general and specialist equipment and resources
* Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
* Maintenance of specialist equipment, check for quality/ safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out.
* Provide specialist advice and guidance as required
* Implement agreed work programmes/practical lessons under the guidance of the teacher
* Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
* Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

## Support for the School

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy
* Be aware of and support difference and ensure all pupils have equal access to opportunities to
* learn and develop
* Contribute to overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Attend and participate in relevant meetings as required
* Participate in development opportunities and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after school and at
* lunchtimes, e.g. clubs, extracurricular activities

Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate

* Accompany teaching staff and pupils on visits, trips and out of school activities as required and
* take responsibility for a group under supervision of the Teacher
* Line management of support staff as appropriate within guidelines developed by the school

## General

* To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher/ Executive Principal.
* Be familiar and comply with all relevant policies and procedures
* To develop and promote high standards

## Other

● Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour

## Standard Duties in all Trust Job Description

● Show a commitment to diversity, equal opportunities and anti-discriminatory practices

● Show a commitment to ensuring that children and young people learn in a safe environment ● Participate in relevant and appropriate training and development as required.

## Method of Working

The Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

## Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

## DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

**Wellspring Academy Trust** 

**Person Specification**

|  |  | **Essential** **/** **Desirable** | **How Identified** |
| --- | --- | --- | --- |
| **Section** | **Information**  |  |  |
| **Education and Training** |  |  |  |
| E.g. Leadership | 2 GCSEs at grade A to C in English and Maths or equivalent and Level 3 TA certificate or equivalent (e.g. NVQ level 3) | **Essential** | **Application/Intervi****ew** |
|  | Training in the relevant strategies e.g. literacy and /or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc | **Essential** | **Application/Intervi****ew** |
|  | Appropriate first aid training/ specific training in specialist area | **Desirable** | **Application/Intervi****ew** |
| **Experience** |  |  |  |
|  | Experience working with children of relevant age | **Essential** | **Application/Intervi ew**  |
|  | Experience in specific area in a learning environment | **Essential** | **Application/Intervi****ew** |
|  | Experience of working with pupils with additional needs | **Essential**  | **Application/Intervi****ew** |
|  | Experience of whole class teaching /supervisory experience | **Essential**  | **Application/Intervi****ew** |
| **General and Specialist** **Knowledge** |  |  |  |
|  | Effective use of ICT and other specialist equipment/ resources | **Essential** | **Application/Intervi****ew** |
|  | Use of other equipment technology – video photocopier | **Essential** | **Application/Intervi****ew** |
|  | Full working knowledge of relevant policies/ codes of practice and awareness of relevant legislation  | **Essential** | **Application/Intervi****ew** |
|  | Working knowledge of national/ foundation stage curriculum and other relevant learning programmes/ strategies | **Essential** | **Application/Intervi****ew** |
|  | Understanding of principles of child development and learning processes | **Essential** | **Application/Intervi****ew** |
| **Skills and Abilities** |  |  |  |

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|  | Ability to self-evaluate learning needs and actively seek learning opportunitiesFull understanding of the range of support services/ providers | **Essential** | **Application/Intervi****ew** |
| --- | --- | --- | --- |
|  | Ability to relate well to children and adults. | **Essential** | **Application/Intervi****ew** |
|  | Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | **Essential** | **Application/Intervi****ew** |
|  | Understanding of principles of child development and learning processes and in particular, barriers to learning | **Essential** | **Application/Intervi****ew** |
|  | Ability to plan effective actions for pupils at risk of underachieving  | **Essential** | **Application/Intervi****ew** |
|  | Relevant first aid knowledge | **Essential** | **Application/Intervi****ew** |
| **Additional Requirements** |  |  |  |
|  | To comply with all policies adopted by the Governing Body for example, Health and Safety, Equal Opportunities and data protection | **Essential** | **Application/Intervi****ew** |
|  | Demonstrate a commitment to Equal Opportunities | **Essential** | **Application/Intervi****ew** |
|  | Operate with the highest standards of personal/professional conduct and integrity | **Essential** | **Application/Intervi****ew** |
|  | Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.  | **Essential** | **Application/Intervi****ew** |
|  | Willing to undertake training and continuous professional development in connection with the post. | **Essential** | **Application/Intervi****ew** |
|  | Work in accordance with the Trust’s values and behaviours. | **Essential** | **Application/Intervi****ew** |
|   | Able to undertake any travel in connection with the post.  | **Essential** | **Application/Intervi****ew** |
|  | Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude | **Essential** | **Application/Intervi****ew** |
|  | Satisfactory DBS disclosure to work in an environment dealing with young people | **Essential** | **Application/Intervi****ew** |
|  | Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults | **Essential** | **Application/Intervi****ew** |
|  | A commitment to safeguarding and promoting welfare for all | **Essential** | **Application/Intervi****ew** |

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