**Cover Supervisor**

Randal Cremer Primary School is looking to appoint a Cover Supervisor to cover the planned PPA of class teachers and any unplanned absence of teachers throughout the school.

Salary: Unqualified Teacher Pay Scales 1-6

**Fixed Term until July 31st 2017 in the first instance.**

**Job Description**

**Reports to**

Assistant Head Teacher

**Purpose of the Job**

* To work under the guidance of teaching staff and within an agreed system of supervision.  
  To implement work programmes with individual/groups in or out of the classroom.
* The supervision of whole classes during PPA times and short term unplanned absences.

**Specific Accountabilities**

* Supervise work that has been set in accordance with school policy.
* Manage the behavior of pupils whilst they are undertaking this work to ensure a constructive environment.
* Respond to questions from pupils about processes and procedures.
* Assist pupils to undertake set activities as appropriate.
* Deal with any immediate problems or emergencies according the school’s policies and procedures.
* Mark and assess children’s work in accordance with the school’s Marking Policy.
* Report back as appropriate using the school’s agreed referral procedures on the behaviour of pupils during the class and any issues arising.
* 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 and achievement.
* Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Contribute to the 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 the pupils.
* Attend and participate in meetings.
* Participate in training and other learning activities as required.
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
* Undertake planned supervision of pupils’ out of hours learning activities.
* Supervise pupils on visits, trips and out of school activities as required.
* All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect changing roles and responsibilities.
* Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

**Person Specification**

**Experience**

* Minimum 2 years experience of working with children of the relevant ages of 5 to 11 years.
* Full working knowledge of school policies relating to health and safety, behaviour, attendance, equal opportunities and child protection.
* Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.
* Experience of supporting teaching staff in the development and education of pupils including the provision of specialist skills and knowledge.

**Qualifications/Training**

Foundation Degree into Teaching or equivalent

**Practical skills**

* Very good literacy, numeracy and ICT skills.
* The ability to use other technology as required.
* Highly effective communication skills - written and verbal.

**Personal qualities and attributes**

* Ability to relate well to children and adults.
* Ability to work constructively as part of a team, understanding classroom roles and own position within these.
* Ability to self-evaluate learning needs and actively seek learning opportunities/CPD.