

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	Ysgol Bryn Castell
POST:	Cover Supervisor
GRADE OF POST:	Grade 8
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

In the absence of the responsible class teacher enable the continuation of learning by interpreting, utilising and delivering pre-prepared exercises and set work, as well as engaging, motivating and managing the behaviour of pupils.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Cover the class using pre-prepared materials, deciding on modification when needed.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans.
- Provide specialist care to students/pupils with significant care requirements.
- Encouraging pupils to interact and work cooperatively with others and engage in all activities.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher and participate in feedback sessions/meetings with parents/carers when directed.
- Assist the class teacher in the development and planning of multi-layered lessons/ learning activities. Monitor and evaluate the success of activities against agreed measures.
- Promote and manage good pupil behaviour, dealing promptly with conflict and incidents in line with established policies.
- May be required to supervise others, allocating and checking work, instructing and monitoring staff within the class room.



GENERAL DUTIES

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

REVIEW DATE/RIGHT TO VARY

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

PERSON SPECIFICATION

Cover Supervisor

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> NVQ4 for Teaching Assistants or equivalent qualification or experience. Appropriate first aid training. Understanding of principles of child development and learning processes. Registration with Education Workforce Council 	<p>(Yes)</p> <p>(Yes)</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Experience of working with pupils in a special needs learning environment. Experience of applying Behaviour management strategies in a classroom environment. Knowledge and understanding of national/foundation stage curriculum and other relevant learning strategies / programmes. 	<p>(Yes)</p> <p>(Yes)</p>	Interview, application form and reference.
Skills & Personal Qualities	<ul style="list-style-type: none"> Ability to develop clear and realistic learning plans and monitor progress against the plans. Establishes constructive relationships with other agencies / professionals to support achievement and progress. Excellent numeracy and literacy skills. Ability to communicate through the medium of Welsh 	<p>(Yes)</p>	Interview, application form and reference.