

## **Job Description**

<b>DIRECTORATE:</b>	Education & Family Support
<b>DEPARTMENT:</b>	Brynmenyn Primary
<b>POST:</b>	Cover Supervisor
<b>GRADE OF POST:</b>	GR08
<b>RESPONSIBLE TO:</b>	Headteacher

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### **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.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Cover the class using pre-prepared materials, deciding on modification where needed.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans.
- Assess learning needs and devise alternative methods of facilitating learning and understanding.
- Provide specialist care to those pupils with significant requirements.
- Promote inclusion and ensure all have equal access to opportunities to learn and develop.
- Be aware of the different requirements of pupils.
- Monitor and evaluate the success of activities against agreed measures. Provide detailed and regular feedback to teachers on pupil achievement, progress and problems.
- May be required to supervise others, allocating and checking work, instructing and monitoring staff within the classroom.



## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

### **Review and 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 Bureau**

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

## Cover Supervisor

<b>Attributes</b>	<b>Requirements</b>	<b>Essential</b>	<b>Method of Evaluation / Testing</b>
<b>Qualifications, Education &amp; Training</b>	NVQ level 4 for Teaching Assistants or equivalent qualification or experience.  Appropriate First Aid training.  Registration with Education Workforce Council.	(Yes)     (Yes)	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	Previous experience of working with children of relevant age  Knowledge and understanding of national/ foundation phase curriculum, relevant learning strategies/ programmes.  Understanding of principles of child development and learning.  Good understanding of classroom roles and responsibilities.	(Yes)     (Yes)	Interview, application form and references.
<b>Skills &amp; Personal Qualities</b>	Excellent literacy and numeracy skills.  Effective use of ICT to support learning  Ability to develop and implement clear and realistic learning plans and monitor progress  Ability to relate well to children and adults.	       (Yes)	Interview, application form and references.



Attributes	Requirements	Essential	Method of Evaluation / Testing
	<p>Ability to work constructively as part of a team.</p> <p>Courteous in dealing with staff, pupils, parents and carers.</p> <p>Manages time effectively.</p> <p>Ability to communicate via the medium of Welsh.</p>		