

JOB DESCRIPTION FOR COVER SUPERVISOR AT VICTORIA ACADEMIES TRUST

This job description will be reviewed annually and may be amended at any time following discussion between the Head Teacher and member of staff.

PLANNING

When planning, a cover supervisor will be required to:

- Implement and deliver an appropriately broad, balanced and relevant curriculum, incorporating the school Curriculum requirements in line with the curriculum policies of the school;
- Identify clear, relevant, challenging teaching and learning objectives, and specify how they will be taught and assessed;
- Set tasks which engage, involve and challenge pupils, whilst ensuring a high level of interest and enjoyment;
- Set appropriate and high expectations;
- Set clear, aspirational targets, building on prior attainment;
- Respond to individual needs appropriately and according to planned outcomes
- Provide clear structures for lessons in order to maintain pace, motivation challenge and engagement
- Make effective use of assessment to inform planning of teaching and learning, whilst ensuring coverage of identified programmes of study.

TEACHING

When teaching a class teacher will be required to:

- Teach the required curriculum to promote communication, independence, regulation and life skills
- Teach clearly structured lessons and sequences of work
- Actively engage and involve all pupils in high quality, challenging learning experiences;
- Make learning interesting, fun and exciting;
- Use a variety of specialised teaching approaches to facilitate engagement and to scaffold and support learning;
- Develop key skills as an integral part of all curriculum and communication and independence strategies

- Personalise learning, and cater for a wide range of learning styles, interests
- Use ICT effectively in teaching and learning, and as an embedded part of the curriculum;
- Establish a purposeful learning environment, where diversity is valued and pupils feel safe, secure and confident;
- Organise and manage teaching and learning time effectively;
- Build successful relationships centred on teaching and learning;
- Recognise and respond effectively to equality issues as they arise in the classroom, challenge stereotyped views, bullying and harassment in accordance with school policy and procedures;
- Evaluate their own teaching critically to improve effectiveness;
- Organise and manage Teaching Assistants and other helpers in the classroom to maximise the outcomes for pupils' learning.

CLASS MANAGEMENT

All cover supervisors will be expected to:

- Establish a clear framework for classroom behaviour and conduct, in line with the school's policy, in order to anticipate and manage pupils' behaviour constructively, promote self-control and independence;
- Set high expectations for pupils', and promote mutual and self regulation fostering positive relationships;
- Use effective strategies in order to establish and maintain a calm and purposeful learning environment,

MONITORING, ASSESSMENT, RECORDING, REPORTING

As part of Monitoring, Assessment, Recording and Reporting all cover supervisors will be required to:

- Assess pupils' level of learning and understanding in relation to identified learning objectives, and use monitoring and assessment information to inform planning, teaching and learning;
- Use Assessment for Learning strategies to monitor and assess the effectiveness of learning activities, provide immediate and constructive feedback to support pupils as they learn;
- Involve pupils, as appropriate, in reflecting on, evaluating and improving their own performance and progress;
- Assess pupils' progress accurately against appropriate standards;
- Record and track pupils' progress and attainment systematically, in order to provide evidence of development, identify strengths and areas requiring improvement, inform teaching and learning targets;
- Use assessment data to inform planning and provision ;
- Report on pupils' attainment to parents, carers, other professionals and pupils as appropriate;

- Analyse assessment and tracking data, identify strengths and areas or pupils requiring targeted improvement.

OTHER PROFESSIONAL REQUIREMENTS

In addition, all cover supervisors will be expected to:

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school and Trust
- Establish effective working relationships, set a good example through presentation, personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Take on the responsibility, as appropriate, for leading and managing one or more curriculum areas or aspects of the school's provision, as delegated;
- Contribute to the corporate life of the school through effective participation;
- Contribute to the delivery of extra-curricular provision;
- Liaise effectively with parents and governors;
- Take on any additional responsibilities which might from time to time be determined;
- Actively engage in appraisal , training, continuous professional development and other learning activities as required;
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Work collaboratively with other professionals.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head Teacher.

Person specification

Criteria	Qualities
Qualifications and experience	Degree Experience of working in special schools

Skills and knowledge	Knowledge of the National Curriculum and Trust curriculum Knowledge of effective teaching and learning strategies A good understanding of how children learn Ability to adapt teaching to meet pupils' needs Ability to build effective working relationships with pupils Knowledge of guidance and requirements around safeguarding children Knowledge of effective behaviour management strategies Good ICT skills, particularly using ICT to support learning Add any further skills and knowledge needed
Personal qualities	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school High expectations for children's attainment and progress Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Add any further qualities needed

WORKING TIME

A cover supervisor employed full time must be available for work 195 days in any school year, of which:

- 190 days must be days on which s/he may be required to teach pupils and perform other duties; plus
- 5 days must be days on which s/he may only be required to perform other duties.

Those 195 days will be specified by the employer, or if the employer so directs, the Head teacher

A cover supervisor employed full time must be available to perform such duties at such times and such places as may be specified by the Head teacher for 1,265 hours in any school year. The 1,265 hours will be allocated reasonably throughout those days in the school year on which s/he is required to be available to work. Time spent travelling to or from the place of work shall not count against the 1,265 hours.

In addition to the hours a cover supervisor is required to be available for work, s/he must work such reasonable additional hours as may be necessary to enable him/her to discharge

effectively his/her professional duties as outlined in the current School Teachers' Pay and Conditions Document. The amount of time required for this purpose between the 1265 hours and the times outside

the 1265 specified hours, will not be defined by the employer but shall depend upon the work needed to discharge effectively the teacher's duties.

Accountability to and for: Accountable to the Head Teacher accountable for the supervision of the persons providing classroom support.

Job description takes into account new teachers standards

Job description issued by Victoria Academies Trust