



The LETTA Trust

Cover Supervisor

Job Description



Salary grade:	Scale 4
Hours:	35 hours per week; term time only
Contract type:	Permanent
Responsible to:	The Headteacher

Main purpose

- To provide support for pupils, the teacher and the school in order to improve outcomes for all pupils
- To encourage pupils to become independent learners
- To ensure the safety, welfare and inclusion of pupils in all aspects of school life
- To provide cover for teaching staff to enable teachers to carry out their professional duties, training and development and to provide cover for short term absence

Duties and responsibilities

- To work with individual pupils and groups, under the direction of the class teacher, introducing tasks, monitoring children's work and using a range of strategies to support their learning.
- To help pupils to access the full curriculum, at the same time promoting independent learning
- To observe pupils' learning, and using the systems in place in the school or class, provide the teacher with feedback on pupil progress and help to maintain individual and group records
- To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues
- To help prepare and maintain a purposeful, orderly and supportive environment for learning
- To provide care with regard to the physical welfare of pupils, including pupils with medical needs
- To promote and maintain high standards of behaviour and work during lessons being supervised
- Dealing with any immediate problems or emergencies in accordance with the school's policies and procedures
- To respond flexibly, positively and successfully to the ever-changing pressures within a school
- To be aware of and support difference and ensure equal opportunities for all children

Job activities

- To use a range of support methods and resources, including IT, appropriate to the needs of individuals and groups, as directed by the Class Teacher
- To support the organisation of the learning environment, including the production, maintenance and storage of resources
- Meet regularly with the class teacher to discuss pupils' progress and to plan and review support
- To attend formal meetings to discuss pupils' progress with parents and other professionals as



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part of the relevant staff group

- To be familiar with, actively support and comply with all the school policies and procedures
- To undertake supervision of playground activities
- To undertake care tasks related to pupils' physical welfare
- To accompany pupils and teachers on educational visits
- To support the teaching of the school's curriculum including English and maths
- To deliver structured intervention and catch-up programmes
- To provide targeted support to individuals and groups, including those pupils with English as an additional language or Special Educational Needs and Disabilities
- To contribute to the planning for teaching and learning

Personal responsibilities

- Respect the confidentiality of pupil information and respond sensitively to pupils' needs
- Be aware of the particular learning, physical and medical needs of the pupils you support
- Participate fully in the school's appraisal cycle, as specified in the school policy, meeting regularly with your line manager, ensuring that objectives for your development are set and met within the agreed time scale
- Attend relevant training and staff meetings as required

General requirements

- Undertake any professional duties commensurate with the grade of the post
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination

Notes

- This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder

Headteacher or line manager's signature:

Date:

Post holder's signature:

Date:



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Person Specification

Candidates are strongly advised to address all of the following points on their application form. These criteria will be used for shortlisting purposes & candidates will be selected entirely on the extent to which they meet the criteria.

1. To have achieved a qualification in English and mathematics equivalent to at least level 2 of the National Qualifications Framework (e.g. GCSE)
2. To have a level 3 qualification (NVQ 3 or 'A' level for example)
3. To be familiar with the school curriculum and the age-related expectations of pupils
4. To be able to communicate with pupils and other adults clearly and effectively
5. To know how to use ICT to advance pupils' learning, and be able to use common ICT tools for your own benefit
6. To have a range of strategies to establish a purposeful learning environment and promote good behaviour
7. Significant experience of providing support teaching and learning in schools in a range of classroom settings, including working with individuals, small groups and whole classes
8. Flexibility and ability to work as part of a team
9. Awareness of and commitment to inclusion
10. A commitment to pupils in all LETTA Trust schools.