**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School/College:** | **Clenchwarton, West Lynn and Walpole Cross Keys Primary Schools** |
| **Job Title:** | **Cover Supervisor** |
| **Grade:** | **Scale E, Point 18 – 21 (£9.37-£10.44 per hour)**  **£18,070 - £20,138 per annum FTE based on a 37 hour week**  **Please note that the salary will be pro rata** |
| **Hours/weeks:** | **32 hours per week, 39 Weeks per Year( Term time plus 1)** |
| **Responsible to:** | **Executive Headteacher and Executive Deputy Head** |

**Purpose of the Job**

* To supervise whole classes to cover short term absence of teachers and to allow teachers to carry out professional duties and training across three primary schools within the West Norfolk Academy Trust.
* Give instructions for the lesson, as provided by the teacher, and keep pupils on task while maintaining good order.
* Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.
* Be responsible and accountable for achieving the highest possible standards in work and conduct.
* Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position.
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

**Responsibilities**

* Undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher.
* Provide objective and accurate feedback to the teachers on the conduct of the lesson and the behaviour of pupils.
* Develop curricular knowledge as required by the school and participate in training and other learning opportunities to learn and develop.
* Prepare ‘cover packs’ in the event of short notice cover required.
* Manage pupils’ behaviour within the ethos and behavioural policies of the school.
* Set high expectations of conduct whilst acting as a role model.
* Set homework previously prepared by the teacher.
* Mark class work and homework under the guidance of the class teacher and school policy.
* Undertake observations of the pupils and contribute to pupil records.
* Administer (and mark) class tests.
* Supervise the work of the Teaching Assistant.
* Accompany groups of pupils on school trips ensuring their health and safety.
* Attend school/department meetings to contribute to the discussions about individual pupils.
* Attend Parents’ Evenings, as required, to contribute to the discussions about individual pupil’s progress.
* Provide consistent and effective support in line with the requirements and responsibilities of your role.
* Take part in training activities offered by the school and county to further knowledge.
* Promote the inclusion and acceptance of all pupils within the classroom within the school’s policies and procedures of equal opportunities.
* Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting any concerns to an appropriate person.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

You should have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality and

follow the policies of the West Norfolk Academy Trust and Primary Schools within the Trust.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Executive Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Criminal Records Bureau.

**Cover Supervisor**

**PERSON SPECIFICATION**

**QUALIFICATIONS**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| * Good English, Maths and ICT Skills | * NVQ 2 or 3 * Recent Relevant Training |

**EXPERIENCE**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **A person who has experience of:**   * Experience of working in a support capacity in a primary school * Managing behaviour effectively * Commitment to personal welfare and safeguarding children * Experience of supporting teaching staff in the development and education of pupils including the provision of specialist skills and knowledge | * Experience in a number of year groups * Experience in different primary settings |

**KNOWLEDGE AND SKILLS**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| * Basic knowledge of First Aid * A good understanding of relevant policies and procedures * Ability to apply behaviour management policies and strategies to contribute to a purposeful learning environment * Ability to encourage pupils to learn * Ability to undertake various duties * Ability to demonstrate limits of responsibility * Highly effective communication skills-written and verbal * Ability to gain respect of pupils through manner of confidence and authority * Able to organise own workload in the context of varied tasks * Work calmly under pressure * Be Reflective | * First Aid Qualification |

**PERSONAL AND PROFESSIONAL QUALITIES**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| * Excellent Interpersonal Skills * Passionate * Caring * Honest * Professional at all times * Collaborative member * Open and reflective * Self-Motivated | * Is able to demonstrate the application of these qualities in a school setting * Ability to motivate colleagues by example * Can demonstrate commitment to the wider life of the school |