



St. Nicholas' Primary and Nursery School

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HEADTEACHER: Julie Holland

JOB DESCRIPTION

Job Title:	Cover Supervisor
Service/School:	St. Nicholas' Primary and Nursery School
Grade:	G6
Hours:	30 hours per week term time only
Job Type:	Permanent
Responsible to:	Headteacher or nominated member of staff
Responsible for:	Supporting staff mainly in KS1 and Lower KS2

Purpose

- To support teaching and learning by supervising whole classes during the short-term absence of teachers.

Main Duties:

Support the absent class teacher by:

- supervising whole classes undertaking pre-planned learning activities which have been set in accordance with school policy on cover arrangements
- collecting finished work or homework as necessary and returning it to the class teacher
- promoting positive attitudes and high standards of behaviour, dealing promptly with conflicts and incidents using the school's agreed Behaviour Policy
- reporting any behaviour issues or other matters in line with the school's policy.

Support students by:

- responding to students and providing general guidance or advice about process and procedures
- establishing good working relationships with students, acting as a role model and setting high expectations of behaviour
- promoting and enabling the inclusion of all students within the classroom
- providing a consistent approach whilst responding to individual students' needs
- encouraging students to interact and to work co-operatively with one another
- promoting independent learning
- using agreed policies to recognise and reward achievement.

Support the curriculum by:

- helping students to access pre-planned learning activities
- ensuring that students have the necessary equipment and resources to participate in the lesson.

Support the school by:

- keeping up to date and complying with policies and procedures relating to:
 - Child Protection
 - Health and Safety
 - Confidentiality and Data Protection
 - Behaviour
- recognising different needs and ensuring that all students have equal opportunities to learn and develop
- contributing to the overall ethos and aims of the school.

When not undertaking cover supervision, cover supervisors should expect to be deployed in a range of activities which may include the following:

- invigilation of examinations/tests
- small group work within the Learning Support Faculty
- supervising students in the isolation channel
- accompanying school trips
- general administrative duties within the school including filing, photocopying, mounting displays etc.

Other duties:

- The Cover Supervisor will be expected to attend an annual Performance Management Interview, school and departmental meetings, training or INSET sessions as directed by the Cover Manager.
- To comply with all Health & Safety requirements.

Reporting lines:

This post reports to the Cover Manager.

This post has no responsibility for the management of other staff.

SELECTION CRITERIA

Experience	Experience working with children of relevant age
Qualifications/Training	Very good numeracy/literacy skills NVQ 3 for Teaching Assistants or equivalent qualification or experience Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc. Appropriate first aid training
Knowledge/Skills	Can use ICT effectively to support learning Use of other equipment technology – video, photocopier Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies Understanding of principles of child development and learning processes Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these