

Wiltshire Council

School Support Staff

Job Profile

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| Reference : | SCH052 | Grade F |
| Job Title : | Cover Supervisor | |
| Main Job Purpose : | To supervise the learning of whole classes during the short term absence of the class teacher as they undertake work set by the teacher; to invigilate tests and examinations and to accompany staff and pupils on educational visits | |

| Main Duties | |
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| 1. | Supervise the work of whole classes set by their class/subject teacher, in accordance with school policy |
| 2. | Manage the behaviour of pupils to ensure a constructive learning environment |
| 3. | Answer pupil queries about process and procedures relating to the lesson |
| 4. | Deal with any immediate problems or emergencies according to the school's policies and procedures |
| 5. | Collect completed work at the end of the lesson and return it to the appropriate teacher. |
| 6. | Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising |
| 7. | Support other activities relating to the supervision of pupils, e.g. general supervision during school breaks, attendance on school trips |

Supervision and Management

The job holder has no regular supervisory responsibility for staff but assists in work familiarization of peers and new recruits.

Creativity and Innovation (i.e. Problem Solving)

The job holder works within school procedures, policies and approved methods but sometimes has to interpret these to deal with a problem

Key Contacts And Relationships

The jobholder has extensive contact with pupils, which involves mentoring, motivating and imparting skills and knowledge. Information is exchanged with Teachers and other school staff, school management, parents/carers and at times representatives of other Agencies e.g. Health, Social Care

Key Contacts And Relationships

The jobholder is expected to follow school procedures to resolve routine problems encountered in the job but to seek assistance, or approval to their recommendations, for anything more unusual.

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Working Environment

The jobholder is mainly based in a classroom setting and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils.

Knowledge and Skills

The role demands that the jobholder has the ability to undertake a range of involved tasks involving the application of rules, procedures and techniques. The jobholder needs a good standard of practical knowledge of learning support needs and ways of meeting these, and good skills in dealing with pupils. Through experience based learning and/or formal training they will operate at Level 3 of the national standards for Teaching Assistants.