

MILLOM SCHOOL – LESSON COVER SUPERVISOR

Main Purpose:

To cover short term absence of teaching staff, taking sole charge of a group of pupils. No active teaching is required as pupils will learn by carrying out pre-prepared work under supervision. The primary focus will be to maintain good order and to keep pupils on task. When not covering for absent teaching staff you will be based in the Administration Office and support the work of the Admin Team, including covering Reception.

Principal Accountabilities:

Supervision of work that has been set in accordance with school policy.

- Manage the behaviour of pupils whilst they are undertaking work to ensure a constructive environment.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Respond to any questions from pupils about process and procedure.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
- Provide general clerical/admin work in conjunction with the Admin Team.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

		ESSENTIAL	DESIRABLE
1.	Qualifications/Training Competences	<p>Relevant NVQ 3 or equivalent qualification or 3 years full time or 5 years part time experience in a relevant post.</p> <p>GCSE or equivalent numeracy and literacy</p>	<p>Additional specialist qualification.</p> <p>Training in relevant strategies, e.g. particular curriculum or learning area.</p>
2.	Relevant Experience	<p>Experience of self-evaluating your own learning needs and seeking learning opportunities.</p> <p>Experience of communication effectively at all levels.</p>	<p>Experience of working with pupils of the relevant age.</p> <p>Experience of working in a classroom setting.</p> <p>Experience of working in another service to young people.</p>
3.	Knowledge	<p>Up to date knowledge and understanding of practices and procedures within education relating to the welfare, safety and education of pupils.</p> <p>Working knowledge of national and foundation stage curriculum and other relevant learning programmes and strategies.</p> <p>Understanding of the principles of child development and learning processes.</p>	
4.	Skills/Ability		<p>Experience of using other equipment and technology</p> <p>Experience of using ICT to effectively support learning.</p>
5.	Personal Skills	<p>Experience of working constructively in a team, understanding classroom roles and responsibilities and own position within these.</p> <p>Experience of prioritising tasks and acting on own initiative.</p> <p>Experience of motivating pupils to develop to their full potential.</p>	