

## Vision: ****"Together, inspiring excellence"****

## Mission: ****"Nurturing lifelong learners with God’s guidance"****

## Values: ****"Love, Courage, Honesty, Faith and Forgiveness"****

Christ Church C of E Primary School

Montpelier Road

Purley

CR8 2QE

**COVER SUPERVISOR**

**Person specification**

Personality

• Has a warm personality and is able to stay calm under pressure

• Demonstrates good interpersonal skills with children and adults

• Is able to build trusting relationships with children and adults

Competencies

• Enjoys learning and has good communication skills

• Has the capacity to be flexible

• Thinks creatively

• Is able to work independently and show initiative

Qualifications (Desirable)

* HLTA

**Job Description**

The principal responsibilities of the post are to:

• Supervise any class (including registration) when the teacher is unavailable, using material planned by a teacher to engage students in learning;

• Where possible, to liaise in advance with the classroom teacher whose absence is being supervised, to ensure instructions are clarified;

• Where possible, to inform the classroom teacher of individual student progress, identifying students who work well and those who underachieve;

• Contribute to reports on student progress;

• Contribute to behaviour management within the school, in accordance with school policies;

• Provide feedback on learning activities and contribute to Academy review and development planning;

• Supervise any class (including registration) according to need as identified by SLT;

• During unallocated sessions, observe teachers, support colleagues or undertake other classroom support work with individuals or groups of students as allocated by SLT;

• Contribute to, as appropriate, reports on students’ behaviour management;

• Safeguard and promote the well-being of students and staff in all aspects of the performance of this role;

• Follow Safeguarding and other agreed procedures, e.g. relating to the organisation of trips and visits and the ordering of goods;

• Undertake such other duties as SLT may reasonably require.

• Establish productive working relationships with students, acting as a role model and setting high expectations of work and behaviour;

• Comply with lesson plans and instructions from the class teacher and make appropriate use of seating plans, equipment and resources;

Additional notes:

Cover Supervisors are not normally expected to set or plan work but should be prepared to use their initiative to source work if work is not immediately available.