

## Job Description

Function	School Services
Job title:	Cover Supervisor
Reporting to:	Deputy Head Teacher
Responsible for:	N/A

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Autism Anglia is a well-established charity providing direct provision for people within the Autistic Spectrum from pre-school to adults. We provide a range of services to enable people with autism to live as independently as possible and experience choice and inclusion in society. The ethos of our work is based on the following five key themes.

- To provide skills and strategies to people with ASC
- To always adopt a personalised approach
- To have a shared understanding of a person and their strengths and needs
- To have power with rather than power over a person with ASC
- To see people with ASC as independent and valued citizens

### Main Purpose of Post

The cover supervisor will manage staff absences (both planned or unplanned) to ensure that there is appropriate supervision within the classrooms.

You will provide cover within classes in the event of absence of teaching staff in all areas of the curriculum, following lesson plans provided and maintaining order and focused activity.

### Specific Responsibilities

#### Cover supervision

- To organise staff cover within classes, to ensure staff absences are covered, wherever possible. To communicate the staff cover to appropriately.

- To provide cover and release for class teachers.
- Deliver engaging and well-structured lessons, explaining the tasks to learners, answering questions and providing guidance as needed.
- To support and direct classroom staff accordingly.
- To take responsibility for implementing and facilitating sessions.
- To support class-based staff in following individual programmes, e.g. toileting, behaviour.
- Ensure that targets outlined in a learner's EHCP and/or Individual Termly Targets (ITTs) are pursued
- Maintain a positive and orderly learning environment, managing behaviour using a variety of strategies, in line with the behaviour approaches.
- Support learners' use of ICT, equipment and resources where appropriate, ensuring learners use this safely.
- Take reasonable care of resources and account for any equipment used.
- Provide feedback to the class teacher on learner behaviour, progress and any issues that arise in the lesson.
- Complete attendance registers for cover lessons and ensure absences are accurately recorded.
- To invigilate examinations, if required.
- To escort and supervise learners on educational visits and out-of-school activities.

### Teaching and Learning

- Within an agreed framework, teach whole classes of children, to provide cover for the phase leaders.
- Implement planned learning activities/teaching adjusting activities according to learners' responses as appropriate.
- Understand specific learning needs and styles and provide differentiated support to learners individually and within a group
- Establish positive relationships with learners, implementing strategies to support them in their learning and following up and assessing the impact of this support.
- With teachers, evaluate learners' progress through a range of assessment activities relating to attainment and progress.
- To contribute to assessments of children and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- To attend relevant, weekly staff meetings as well as INSET.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage learners to interact and work co-operatively with others.
- To act as 'mentor' to new or less experienced Teaching Assistants.
- Always model good practice whilst maintaining high levels of professional conduct.
- Support and promote the use of ICT in the classroom and develop learners' competence and independence in its use

### Support for Learners

- To supervise classes or groups of learners for whom work has been set, establishing and maintaining positive and productive working relationships with learners.

- To assist learners in understanding the work set to minimise the effect of the teachers' absence upon their learning and progress.
- To liaise with Learning Assistants and support their deployment in line with the teaching staff member's guidance;
- To promote high standards of behaviour
- To maintain the classroom learning environment such that it is conducive to learning

### Administration

If not required for cover, provide additional assistance by undertaking administrative duties as appropriate as directed by the leadership team.

### Person Specification

#### Education and qualifications

Essential	Desirable
Level 4 HLTA or equivalent qualification	Experience teaching SEND children in a specialist school setting
Numeracy/ Literacy (at a level equivalent of GCSE Grade 4 – 9)	
Meeting the professional HLTA standards	

#### Experience

Essential	Desirable
Understanding of how to plan for and teach learners with SEND	
Effective management of learners with SEND	
At least 3 years of relevant experience	

#### Skills and Knowledge

Essential	Desirable
Ability to build effective working relationships	
Safeguarding and child protection awareness	
Good IT skills	

### Personal Qualities

Essential	Desirable
Ability to work as a team	
Ability to work under pressure and prioritise effectively	
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	
Willingness to undertake medical/medication administration training to support learner care	
Willingness to undertake first aid training as appropriate	
Commitment to continued professional development	