



Grange Farm Primary School

Job Description

Coventry LA Directorate:	Children, Learning and Young People
Job Title:	Cover Supervisor
Grade / Pay Scale:	Grade 5 (£27,711 - £33,366 Pro-Rata dependent upon experience) – 35 hours per week term time (39 weeks).
Line Manager:	Deputy Headteacher

Grange Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Purpose:

To lead planned learning with individuals/groups/classes of pupils in a Teacher's Absence.

To manage, organise and prepare resources for planned learning.

Duties and Responsibilities

Under the direction and supervision of the Senior Leadership Team:

- Undertake appropriate preparation of lessons for individuals, groups and whole classes.
- Lead and supervise agreed learning of individuals, groups and whole classes of pupils as required.
- Assess the development, progress and attainment of pupils in planned learning sessions.
- Report on the development, progress and attainment of pupils to the responsible teacher as appropriate.

Support for Pupils

- Adjust learning for individuals, groups of pupils or a whole class as appropriate.
- Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement and acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils.
- 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 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.
- Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
- Ensure that pupils are able to safely use equipment and materials provided.

Support for Teachers

Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.

- Undertake marking of pupils' work and accurately record achievement/progress, administer and assess routine tests and assessments.
- Follow the school's agreed marking and feedback policy and adhere to the same expectations of presentation and work.
- Undertake supervision and discipline of pupils within the procedures of the school/service, providing feedback to pupils.
- Contribute to a stimulating learning environment.
- Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
- Establish constructive relationships and communicate with other agencies /professionals, in liaison with teachers, to support achievement and pupil progress.

Support for the School

- Be aware of and comply with the school's policies and procedures.
- Contribute to the overall ethos/work/aims and vision of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers, to support achievement and progress of pupils.
- Attend and participate in regular meetings, including staff meetings and staff training.
- Participate in training and other learning activities.
- Supervise pupils on visits, trips and out of school activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
 - Assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing; the changing of soiled clothing and its disposal in an appropriate way.
 - Assisting with children's injuries and, where appropriately qualified, administering first aid.
 - Assist with the administering of medicines.
 - Assist with the identification and monitoring of children's general health and welfare.
- Support and contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
- Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits.
- Participate in weekly / regular personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- Attend and participate in weekly staff meetings and regular training sessions.
- Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom.
- Any other duties and responsibilities within the range of the salary grade.

Miscellaneous

At the discretion of the Line Manager or Headteacher, the post holder will be required from time to time to carry out other duties not specifically mentioned herein which are in accordance with the general level of the post. In addition, the duties of the post may be varied to meet changing circumstances of the school.

Health and Safety

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

Safeguarding

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Equal Opportunities

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Data Protection

Duties which include processing of any personal data must be undertaken within the school and local authority's data protection guidelines.

Last reviewed March 2025.