

Job Description and Person Specification

Cover Supervisor – Qualified Teacher



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ROLE	Cover Supervisor – Qualified Teacher
RESPONSIBLE TO	SENDco & curriculum lead
ROLE STATUS	Permanent
HOURS	37 Hours Full time
SALARY	£34,000 per annum
RESPONSIBLE FOR	The post holder will be responsible for delivering engaging learning opportunities, promoting positive behaviour, supporting pupil progress and ensuring all pupils can access a safe, inclusive and supportive learning environment.

Job Purpose

To provide high-quality teaching, learning and classroom supervision that supports the educational, social and emotional development of pupils with Special Educational

Needs and Disabilities (SEND). The post holder will be responsible for delivering engaging learning opportunities, promoting positive behaviour, supporting pupil progress and ensuring all pupils can access a safe, inclusive and supportive learning environment.

Key Responsibilities

Teaching and Learning

The post holder will:

- Plan, prepare and deliver high-quality lessons and learning activities appropriate to pupils' individual needs and abilities.
- Differentiate learning opportunities to ensure all pupils can access the curriculum and achieve their potential.
- Support pupils with SEND, EHCPs, SEMH needs and additional learning requirements.
- Deliver learning activities across a range of subjects and curriculum areas.
- Set high expectations for pupil achievement, behaviour and engagement.
- Monitor and assess pupil progress and adapt teaching strategies accordingly.
- Contribute to the development and review of Individual Education Plans (IEPs), support plans and EHCP outcomes where required.
- Promote pupils' independence, confidence and resilience.

Classroom Management

The post holder will:

- Create and maintain a safe, positive and stimulating learning environment.
- Establish clear routines and expectations for behaviour and learning.
- Manage behaviour effectively in line with the school's Behaviour Policy.
- Encourage positive attitudes towards learning and achievement.
- Ensure classrooms and resources are organised, safe and fit for purpose.
- Supervise pupils during lessons, educational visits and other school activities as required.

SEND Support

The post holder will:

- Support the implementation of EHCP targets and specialist interventions.
- Work collaboratively with the SENDCo and wider staff team to identify and address barriers to learning.
- Deliver and monitor targeted interventions to support academic, social and emotional development.
- Promote an inclusive approach that enables all pupils to participate fully in school life.
- Maintain accurate records relating to interventions, progress and outcomes.
- Contribute to annual reviews and other SEND-related meetings as required.

Assessment, Monitoring and Reporting

The post holder will:

- Monitor and assess pupil attainment, progress and engagement.
- Maintain accurate records of pupil achievement and development.
- Provide reports and feedback to parents, carers and professionals as required.
- Use assessment information to inform planning and identify next steps for learning.
- Contribute to whole-school monitoring and quality assurance processes.

Pupil Welfare and Wellbeing

The post holder will:

- Promote the wellbeing, personal development and emotional resilience of pupils.
- Support attendance, punctuality and engagement with learning.
- Act as a positive role model and build professional relationships with pupils.
- Identify and report concerns relating to pupils' welfare, behaviour or wellbeing in accordance with school procedures.

- Support pupils to develop social, emotional and communication skills.

Partnership Working

The post holder will:

- Work collaboratively with teachers, support staff, the SENDCo and leadership team.
- Develop positive relationships with parents, carers and external professionals.
- Attend meetings, reviews and consultations as required.
- Contribute to a multidisciplinary approach to supporting pupils' needs.

Professional Responsibilities

The post holder will:

- Participate in staff meetings, training and professional development activities.
- Maintain up-to-date knowledge of SEND, teaching strategies and educational developments.
- Adhere to all school policies and procedures.
- Promote equality, diversity and inclusion.
- Maintain confidentiality and comply with data protection requirements.
- Undertake any other duties commensurate with the nature and grade of the post.

Person Specification:

TRAINING AND QUALIFICATIONS	Essential	Desirable
Qualified Teacher Status	✓	
The ability to teach KS3/KS4	✓	
SENDCo qualification		✓
Degree or equivalent	✓	
Practical & Management Skills		
Ability to set realistic targets	✓	
Ability to monitor and evaluate the performance of area		✓
Ability to manage change	✓	
Ability to prioritise tasks	✓	
Able to establish an ethos conducive to promoting good relationships whilst maintaining high standards of behaviour and learning.	✓	

Ability to problem solve, particularly under pressure	✓	
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PROFESSIONAL KNOWLEDGE AND UNDERSTANDING Applicants should be able to demonstrate a good knowledge and understanding of the following areas:	Essential	Desirable
Strategies for identifying under performance	✓	
Supporting and contributing towards initiatives across the school	✓	
Analyse and utilise data to improve pupil achievement	✓	
Using ICT and a wide range of management software	✓	

EXPERIENCE AND CURRENT PRACTICES Applicants should be able to demonstrate from their experience and current practice the ability to:	Essential	Desirable
Experience of teaching the National Curriculum	✓	
Experience of working with external agencies		✓
Experience of working with pupils with SEND or SEMH	✓	
Use assessment, reporting and recording systems	✓	
Attend relevant training	✓	
Develop and implement whole school strategies that have a positive impact on progress	✓	
Understand BROMCOM/CPOMS and its use in supporting pupil progress		✓
Liaise effectively with parents	✓	
Prioritise, plan, and organise	✓	
Support and work as part of a high-performing team	✓	
Act as a role model for students and other staff by setting high personal and professional standards	✓	
Motivate and inspire students	✓	
Deal sensitively with people	✓	
Understand strategies for internal and external examinations across school and have knowledge and understanding of all necessary regulations		✓
Engage with training on a variety of Subject and School Improvement Strategies	✓	

This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

Note: the job description is not intended to be an exhaustive list of duties and may be subject to amendment at any time in the light of the developing school needs and within the terms of your conditions of employment but only to an extent consistent with those conditions of employment as the needs of the school may require and only after consultation with you