

JOB DESCRIPTION

JOB TITLE:	Cover Supervisor		
CONTRACT:	Grade 7 Pt 22–26	FTE Pro Rata	£21074–£23866 £17967.84– £20348.28
WEEKS:	Term Time 38 Weeks + 5 Training Days		
HOURS:	37 hours per week –	8:00 am to 4:00 pm Monday – Thursday 8:00 am to 3:30 pm Friday	
RESPONSIBLE TO:	Principal / Assistant Principal / Heads of Faculty		
PURPOSE OF ROLE:	To supervise classes across the curriculum in following a programme of study during the short-term absence of their Class Teacher. To provide intervention study/learning to selected groups of students.		

SPECIFIC DUTIES

Supporting the student

- To supervise pupils in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for pupils. This includes lessons, registration and other duties where supervision is needed.
- To ensure that the work set by the teacher is carried out in accordance with the Ken Stimpson Schools Learning and Teaching policy. To check that pupils have appropriate equipment and materials to enable them to complete the tasks set and answering pupils' questions about processes and procedures.
- To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the schools Behaviour policy is adhered to.
- Follow the timetable given and, if necessary, collect students to ensure they are in the correct room.
- Take class registers as and when appropriate.
- Administer clear instructions to the class based on the work set, or to liaise with the Head of Faculty when work has not been set, and actively supervise students in the classroom during the absence of the class teacher.
- Respond to any questions from students about process and procedures.
- Liaise with Teaching Assistants regarding individual students being supported in class.
- Mark the work where appropriate, collect any completed work after the lesson and return it to the appropriate Teacher or curriculum area.
- Provide feedback on learning activities and inform the Class Teacher of any non-participation by individual students.
- Cover registration periods as required.
- To, on occasion, use provided resources to plan lessons to cover a period of staff absence.

Other duties

- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend morning staff briefings.
- Covering an on-call rota to assist faculties throughout the day in dealing with behaviour, removing students if necessary and delivering messages.
- Co-ordination of lunchtime/break time supervision and the wellbeing of students and promoting activities and breakout areas
- To work alongside the behaviour team and support students within the behaviour unit.
- Cover staff absence and breaks for the behaviour team.
- Undertake support activities when not required to provide classroom cover by liaising with Head of Houses and working with individual students experiencing difficulties.
- Assist with the invigilation of examinations, as and when requested to do so.
- Work with small groups of students in raising self-esteem and improving attitude to learning
- Attend meetings, briefing sessions and professional development activities as required.
- Carry out any other tasks as directed by the Principal.

This job description may be amended at any time after discussion with the Principal but, in any case, will be reviewed annually by the Governors' Personnel Committee.

EQUALITY OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

SAFEGUARDING CHILDREN

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths or equivalent (minimum Grade C/4) 5 or More GCSEs (or equivalent qualification) at Grade C/4 or above 	Level 3 qualifications (eg A Levels) Graduate
Relevant Experience	<ul style="list-style-type: none"> Recent experience in working with young people 	Experience of working in a school Experience of being in a classroom
Skills and Knowledge	<ul style="list-style-type: none"> High level of interpersonal skills Ability to generate enthusiasm amongst young people Excellent communication Presentation skills Good ICT skills Ability to work with limited supervision Well organised Good time management Ability to prioritise 	SIMs Database Experience working with Children Ability to meet with parents and external agencies
Personal qualities	<ul style="list-style-type: none"> A commitment to continue own personal development To be able to work as a team Able to take initiative and lead/seek advice as appropriate Confident 	
Working with Children and Young people: Safeguarding	<ul style="list-style-type: none"> Motivated to work with children and young people to ensure they are successful Commitment to, and belief in, the equal value of all students Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline Ability to raise self-esteem and expectations of children and young people 	
Additional Requirements	<ul style="list-style-type: none"> Willingness to contribute to the wider aspects of school life Evidence of commitment to professional development 	