**Trinity School, Sevenoaks**

**Cover Supervisor Job description & Person Specification**

Job Title: Cover Supervisor

Responsible to: Senior Assistant Headteacher

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Job Description**

**Specific Responsibilities**

**Main Purpose**

To work under the guidance of teaching staff within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

* Supporting students with additional needs in mainstream classes and teaching small withdrawal groups, ensuring their safety and access to learning
* Liaising with parents/carers as necessary
* Providing administrative support as necessary
* Attending relevant INSET days
* Attending meetings in school and with outside agencies
* Establishing good relationships with students, acting as a role model and being aware of and responding to, in an appropriate manner, individual needs
* Promoting the inclusion and acceptance of all students
* Encouraging students to interact with others and engage in activities led by the teacher
* Supporting students in respect of local and national learning strategies, e.g. literacy, numeracy, KS3/4 as directed by the teacher
* Being aware of, and complying with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and reporting all concerns to an appropriate person
* Being aware of, and supporting, difference and ensuring all students have equal access to opportunities to learn and develop
* Contributing to the overall ethos/work/aims of the school
* Accompanying teacher staff and students on visits, trips and out of school activities as required
* Encouraging students to act independently as appropriate
* Being aware of pupil problems/progress/achievements and reporting to the teacher
* Undertaking pupil record-keeping as requested
* Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * 5 GCSE’s grade C or level 5 or equivalent including Maths and English | * A Level qualifications |
| **Experience** | * Experience of working with medium to large groups of students * Able to manage classroom behaviour | * Previous teaching assistant experience |
| **Knowledge** | * The ability to relate well to children and adults * The ability to work well as part of a team, understanding classroom roles and responsibilities |  |
| **Skills** | * Good oral, written communication and numeracy skills * Good organisational skills * Ability to work independently and use your initiative to pre-empt further issues * Confident and competent use of ICT * Ability to prioritise effectively * Willingness to learn new systems and establish new procedures |  |
| **General/**  **Personal Qualities** | * General passion and a belief in the potential of every pupil * Calmness under pressure * Helpful and positive * Smart, business-like, professional appearance * Capacity for hard work under pressure * A team player, collaborative worker * Self-motivated * Ability to contribute greatly to the wider life of the School * Resilient * Strives for excellence in every aspect of school life * Determination and perseverance * Enthusiasm * Patience |  |

Signed: ……………………………………………… Date: ………………………………….

Employee