**NORTHFLEET SCHOOL FOR GIRLS CO-OPERATIVE TRUST**

**JOB DESCRIPTION**

**Post:** Senior Cover Supervisor with Administrative duties

**Responsible To:** Cover Supervisor Co-ordinator

**Pay Scale:** Kent Scheme 6 + £2,000 R&R

 39.5 hours per week term time only

 Monday - Thursday 07:00 – 15:30

 Friday 07:00 – 15:00

**Purpose:**

To work closely with and deputise for (where required) the Cover Supervisor Co-ordinator ensuring cover is supplied by the internal team or external agency supply.

To provide cover supervision for absent teaching staff, involving the facilitation of learning to all Key Stages of the school in a safe and secure learning environment. To undertake other non-teaching duties as directed, including supervision of students during non-lesson times and high level administrative support including project based tasks.

**Main (Core) Duties:**

**Working with the Cover Supervisor Co-ordinator to co-ordinate and supply cover**

* Monitor absence alongside the Cover Supervisor Co-ordinator ensuring cover is supplied by the internal team or an external agency.
* Undertaking cover supervision of class groups up to 30 pupils on a day to day basis as required under the direction of the Cover Supervisor Co-ordinator/Deputy Headteacher responsible for Cover.
* Supervising and supporting students in undertaking work set by the subject including online packages, key skills and subject specific work ensuring that learning objectives set are achieved.
* Liaising with absent teachers on class progress after cover lessons.
* Acting as a role model and set high expectations of conduct to ensure that good behaviour is maintained and to develop skills to support students, including use of ICT packages.
* Being responsible for the health and safety of students in lessons covered and to use school procedures as necessary (including Child Protection, Data Protection, Equal Opportunities and confidentiality) reporting any concerns to the appropriate person.
* To contribute to the monitoring and evaluation of the effectiveness of strategies including study skills, revision and exam techniques.
* Undertaking supervisory duties, including break, lunch and lunchtime activities as required.

**Other Duties**

* Developing classroom management skills to ensure an appropriate, positive, classroom atmosphere is maintained for effective learning.
* To take responsibility for own professional development including developing subject knowledge as required to deliver sessions and lessons.
* Encouraging students to engage in out-of-school-hours motivational learning opportunities*.*
* Working closely with the curriculum leadership team and subject leaders to understand the requirements of subject delivery.
* Undertaking exam invigilation as required.
* Accompanying school visits as agreed with the Deputy Headteacher.
* Take part in school meetings and CPD sessions as per the school calendar.
* To undertake any duties that the Headteacher may reasonably request.

**Administrative Duties**

* Work closely with the Finance and Operations Manager to provide high level administrative support for project-based tasks.
* Provide reception support where required, including answering the telephone and greeting visitors, ensuring an excellent front of house service.
* Provide an efficient and professional reception and telephone service ensuring that enquiries and visitors are directed to the appropriate member of staff in accordance with school procedures.

**Note:**

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school’s aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

**ORGANISATION:**

Deputy Headteacher - Learning

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Cover Supervisor Co-ordinator

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Senior Cover Supervisor

Agreed by:

Postholder: Date:

Print Name: \_\_\_\_\_\_

Headteacher: Date:

**Person Specification**

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| Qualifications | * GCSE in English and Maths at a minimum of a Grade C – or equivalent
* Excellent numeracy and literacy skills
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| Experience | * Working effectively with young people in education or another related area
* Working in an educational environment or setting
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| Skills and Abilities | * Ability to motivate young people by establishing empathetic and supportive relationships
* Ability to demonstrate a positive and enthusiastic approach
* Ability to organise and prioritise workload to achieve deadlines
* Good communication and interpersonal skills
* Being friendly and welcoming at all times to students, staff, parents and visitors
* Ability to effectively use ICT and other specialist equipment/resources.
* Ability to work under pressure and work efficiently to meet deadlines
* Ability to work effectively in a team but also take initiative and work independently where required
* Ability to work confidentially
* Display commitment to the protection and safeguarding of students
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| Knowledge | * Knowledge of the principles involved in giving advice and guidance to young people
* Knowledge of a range of applications and software commonly used in schools including SIMs
* Understanding of Child Protection procedures
* Up to date knowledge of current online safety standards
* Awareness of Data Protection and confidentiality issues
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| Behaviours | Behaviours which are compatible with our school vision, including:* We achieve the best outcomes when all staff work together in a supportive collaborative environment
* High expectations in all aspects of our work
* Staff and students can ‘enjoy the journey’

In addition, we expect the following * A ‘can do’ attitude where all possible avenues are explored to achieve the best outcomes for students
* Flexibility to work as required to achieve the best outcomes for students
* Integrity and professional pride to do the job properly
* Rigorous, consistent and logical approach to ensuring all procedures and policies are followed
* Good sense of humour and ability to relate to colleagues, parents and students
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