

**Cover Supervisor**

Job Description

**Salary:** Up to £21000

**Hours:** 35 hours

**Reports to:** Department Lead

**Job Purpose**

To provide cover for absent teachers and PPA time, carrying out the functions of the teacher in accordance with the stated aims and objectives of Heath Farm School and of the absent teacher’s department

**Areas of Responsibility**

ORGANISATION

Cover Supervisors are expected to carry out the following duties to cover for short-term teacher absence.

* Deliver lessons appropriate to the age and ability of the students so as to facilitate progression in students’ learning; the plans and resources for these lessons to be provided by the teacher (or relevant other)
* Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of the available resources
* Implement Heath Farm Schools policy with regard to registration, student absence, dress code, behaviour
* Enforce Heath Farm School rules relating to Health and Safety
* Provide advice and guidance to staff, students and others

In addition, Cover Supervisors are expected to carry out the following duties when providing cover for long term teacher absence

* In consultation with the department leads and DHT QE and in accordance with the schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students, so as to facilitate progression in students’ learning
* When covering the absence of a Form Tutor, fulfil the duties and responsibilities defined in the class tutor’s job description
* Facilitate the general progress and well-being of any individual student within any group of students assigned to her/him, providing guidance and advice to students on educational and social matters
* Contribute to appropriate extra-curricular provision
* To provide guidance to students as a learning support assistant when not teaching a class.
* Provide classroom assistance and support for individual student needs if necessary

ADMINISTRATION

* Assess, record and report on the development, progress and attainment of the students assigned to her/him, within the Heath Farm School guidelines
* Attend relevant meetings and carry out relevant administrative tasks

RESOURCES

* Operate relevant equipment/ICT packages (e.g. MS Office, Internet, Email, ISAMS)
* Use administration and teaching supplies resourcefully

**Job Specification**

**Essential**

* A deeply held conviction that every child can achieve and reach their potential;
* The belief that all children deserve a life of choice and opportunity;
* Ability to be adaptable in a fast-paced extremely environment;
* Commitment to the safeguarding and welfare of all children;
* Flexibility to manage short-notice change calmly
* Excellent classroom practitioner;
* Excellent team player;
* Ability to work successfully with pupils with challenging behaviour;
* High expectations of others;
* Resilience;
* Ability to work on own initiative;
* Willing to undertake training.
* Maths and English GCSE qualifications of C or above (or equivalent qualifications)
* Some experience of leading teaching and learning in classroom environment

**Desirable**

* Qualified teacher status or desire to become a qualified teacher
* Experience of working with young people from challenging backgrounds
* Evidence of continually improving the outcomes of pupils
* The courage and conviction to make a difference
* The ability to listen and communicate effectively
* Constant deep reflection which leads to personal growth and better pupil outcomes
* Sustain energy, optimism and motivation in the face of pressure and setbacks
* Stay calm in difficult situations and maintain clarity of vision
* Support the team and be aware of others’ levels of resilience in different situations
* Evidence of ability to plan strategically
* Commitment to on-going improvement and learning