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**Job Description**

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| Job Title: | Cover Supervisor |
| Responsible to: | Deputy Headteacher – Quality of Education |
| Responsible for: | To be actively involved in engaging students in their learning, covering lessons in the absence of teachers |
| Hours: | 37.5 (Monday to Friday, 8.30 – 16.00, term time only) |
| **Job Type:** | Permanent |

# To supervise whole classes, so that any short-term absences of teachers are covered and teaching colleagues are able to carry out other professional duties and training. Cover Supervisors will give instructions for the lesson, as provided by the teacher, ensuring that the academic needs of the students are met, alongside their therapy and wellbeing needs. When not required to cover lessons, the role will include other duties, for example as a teaching assistant.

# Main Responsibilities:

To be actively involved in the learning, support and engagement of students by:

* Supervising students whilst they are engaged with a variety of activities which address their academic and therapeutic needs
* Delivering lessons which are planned by teachers, whilst also having the ability and initiative to respond to the situation at the time, adapting planning where necessary
* Delivering lessons to a high standard, creating an engaging and safe classroom atmosphere in order to learn.
* Being aware of student needs, but reading relevant documents such as pupil passports, IEPs, Boxall profiles and EHCPs.
* Managing pupil behaviour in line with school policy
* Promote the inclusion of all pupils within the classroom, following the school’s policies and procedures.

To actively support teachers by:

* Collect, mark and pass on any completed work
* Complete reports and points for the lessons
* Provide accurate feedback to the teacher on all aspects of the lesson and pupils engagement and behaviours
* Provide support and assistance in examinations
* With support, plan lessons or sessions where appropriate

To be part of the whole school team by:

* Engaging and delivering personal development sessions which are suited to your skill set
* Be part of a form group and undertaking necessary duties associated with this
* Daily duties
* Participate in training, performance management and other learning activities as required, in line with the whole school staff team
* Participate and support in the organisation and delivery of whole school activities, such as assemblies, extracurricular events, activities week, sports days etc.
* Liaise with parents when required
* Following all safeguarding procedures
* Having high expectations with regards to learning, engagement and behaviour across the school
* Actively working alongside the Therapy team to ensure a good understanding of the therapeutic needs of our students, promoting an integrated therapeutic approach both inside and outside of the classroom.

**ICT responsibilities:**

* To use IT and computers in day-to-day work in order to facilitate more effective communication and presentation of information. This includes word processing, e-mail, electronic record keeping and information sharing, multi-media presentation and teaching.

**General:**

* To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the post-holder’s manager.
* To maintain up to date knowledge of legislation, national and local policies and issues in relation to children’s mental health and education.
* Ensure that all policies, procedures and practices reflect the school’s commitment to the importance and value of the individual. It is therefore your task to challenge and change any policies, procedures or practice of a discriminatory or prejudicial nature. Ensuring policies and practices promote the ethos of the school and ensure that they successfully reflect good practice and expectations of Medway Green School, Ofsted and legal guidance.
* Ensure that all children and young people are treated with dignity and respect, in an environment, which reflects the importance of, and their right to be treated as valuable worthwhile individuals.

**To be noted:**

* *This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.*
* *This job description will be reviewed regularly in the list of changing service requirements and any such changes will be discussed with the post holder.*
* *The post holder is expected to comply with all relevant OFG policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.*

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| **Medway Green School is committed to the safeguarding of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS clearance, safeguarding checks and references.** |

**Person Specification**

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|  | **ESSENTIAL** | **DESIRABLE** | **HOW TESTED** |
| **Training & Qualifications** | Educated to GCSE C/4 or above in English and Maths or equivalent. | Further post 18 study | Show certificates of qualifications at interview |
| **Experience** | Experience of working in a school environment, leading classes or small groups | Experience or working with children and young people within an SEMH provision  Experience of working with young people with challenging behaviour. | Application form.  Assessed at interview and references. |
| **Knowledge & Skills** | Skills using computer databases and common programmes.  High standard of report writing.  Experience working in a challenging environment  Excellent communication skills  Ability to plan, prioritise, delegate, organise self and others; manage, monitor, evaluate and review one’s own work and that of others  Ability to work on own initiative and in teams  Willingness to undertake and use where appropriate Physical Intervention training | Knowledge of safeguarding and attendance legislation/good practice.  An understanding of the needs and difficulties of young people with mental health problems or other areas of SEN.  An ability to use data to understand target setting and track student progress/apply appropriate intervention  Knowledge of SEN and impact on behaviour  Successful experience of working with students with social, emotional and behavioural challenges | Application form.  Interview and references. |
| **Other** | An ability to interact effectively with staff from all disciplines and work hard as part of a team.  Desire to “go the extra mile” in the best interests of children.  Good sense of humour and to be able to place events in perspective.  Ability to work independently, reliably and consistently with work agreed and managed at regular intervals.  Ability to accept and use supervision appropriately and effectively.  Willingness, when absolutely necessary, to use restrictive physical interventions.  Ability to drive and willingness to drive pupils to and from provision / home etc in school vehicles. Own vehicle is essential due to the location of the school, no public transport is available.  Good personal organisational skills.  A down to earth approach with an empathy and understanding of challenging behaviours. | Experience of working within an education system. | Application form, interview and document check. |

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