

Job Description

Role: Cover Supervisor

Grade/Salary: Grade 6 £27,825 - £30,134 pa full time equivalent
(actual salary £23,933 - £25,919 pa)

Responsible to: Deputy Headteacher

Working Hours: 37 hrs per week, 39 weeks per year (term-time plus 5 INSET days)

Main purpose

To supervise whole classes during the short-term absence of teachers and provide support for students, ensuring their safety and access to learning.

The primary focus when supervising will be to deliver the content of work set by the teacher, maintain good order, respond to questions, and generally assist students to undertake set activities and to keep students on task.

Specific Duties:

- To supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved.
- To give instructions for a lesson as provided for by a teacher.
- To ensure the good behaviour of the pupils and make sure the pupils engage in the pre-set learning activity.
- To respond to pupils' general questions and provide feedback to the teacher on broad issues such as behaviour.
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- To keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lesson.
- To support students with the use of ICT and other equipment and materials to enable them to achieve the learning objectives set by the teacher.
- To support the duty teams at breaks and lunchtimes with undertaking duties as and when required.
- Provide cover for form tutor sessions as required.
- assisting the PE department with sporting fixtures; arranging fixtures and being the point of contact with other schools

General Duties:

- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post
- To participate in the Performance Management process and undertake any training commensurate with the post.
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- To participate in training and other learning activities as required and to attend relevant meetings to ensure one's own continuing professional development.

The Trust 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 required for the successful candidate.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted.

Knowledge	Working knowledge of common ICT applications, especially Microsoft Word and Excel	Essential
	Good communications skills, both written and oral (students, parents, staff, external partner organisations)	Essential
	An awareness of and commitment to safeguarding children.	Essential
Qualifications & Experience	Level 3 / 4 TA or HLTA qualification (with GCSE Maths and English)	Essential
	Degree or Post graduate qualification (e.g. PGCE)	Desirable
	Experience of working in a secondary school setting as a Cover Supervisor.	Desirable
	Experience of delivering effective activities to support learning.	Essential
	Proven classroom management experience.	Essential
	Experience of running wider curriculum or extra-curricular activities with young people	Desirable
Skills & Abilities	Well organised with a strong attention to detail	Essential
	Able prioritise own workload to achieve deadlines	Essential
	Ability to accept guidance and direction from teaching staff.	Essential
	Competent in the skills of communication, teamwork and building positive relationships with young people.	Essential
	Ability to communicate effectively with individual students, members of staff, parents and professionals.	Essential
	Experience, or empathy with, working in a multicultural environment.	Essential
	Ability to deal with both students and parents in a supportive way.	Essential
	Commitment to Safeguarding, well-being and safety of pupils.	Essential
	Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.	Essential

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