



JOB DESCRIPTION

JOB TITLE	Cover Supervisor
SALARY POINT	Kent Scheme Band 5; plus Special Needs Allowance
LIASION WITH:	Deputy Headteacher, Progress Leaders and subject teachers
HOURS:	37 hours per week, term time, plus 5 INSET days + 5 days
START DATE:	As soon as possible
LOCATION:	Flexibility to work at both Wrotham and Stansted sites if and when required

JOB PURPOSE:

To supervise pupils and deliver pre-planned lessons to promote learning and well-being for our pupils during periods of teacher absence.

7 KEY AREAS OF RESPONSIBILITIES:

1. Support for Pupils

- supervising classes and delivering materials planned by a teacher to engage pupils in learning activities
- establishing productive working relationships with pupils, acting as a role model and setting high expectations of work and behaviour
- assisting with the inclusion of all pupils to ensure optimum learning opportunities
- managing pupil behaviour to ensure a safe and constructive working environment
- responding to pupils' general questions and providing feedback to the teacher on issues such as behaviour and quality of work produced by pupils.

2. Support for Teachers

- ensuring that the learning objectives set by the teacher are achieved
- providing objective and accurate feedback to the teacher on the conduct of the lesson, including keeping appropriate records as agreed with the teacher
- complying with instructions requested by the class teacher
- promoting positive values, attitudes and good behaviour
- setting homework when appropriate as requested by the absent teacher.

3. Support for the Curriculum

- making appropriate use of resources and equipment
- complying with lesson plans and instructions from the class teacher

4. Support for the School

- flexibility with working between sites (Wrotham and Stansted)
- participating in relevant training to ensure own continuing professional development.
- assisting with exam invigilation when required.
- assisting with other administrative or support tasks that may be required when not providing cover.

5. Professional Collaboration and Liaison (Colleagues and Parents)

- To liaise with parents/carers where appropriate and as requested by the teacher.
- To attend meetings, training and development activities, as required by the Senior Leadership Team, with overtime available if necessary.
- To attend Annual EHCP Reviews where appropriate.
- To take part in relevant training/CPD to help build a greater understanding of supporting pupils to improve their learning.
- Maintain high levels of professional conduct at all times
- Undertake any reasonable requests as negotiated with the line manager.
- Support the ethos and aims of Grange Park School.

6. Maintaining Pupil Well-being

- Promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist their education and growth.
- To assist in the physical well-being of the pupils, where appropriate.
- To assist in the implementation of individual programmes and strategies from the Therapy Team.

7. Statutory Responsibilities

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation
- The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment
- At all times operating within the schools Equality policies
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for young people.

Person Specification – Cover Supervisor

	<u>Essential</u>	<u>Desirable</u>
Skills and Experience	<ul style="list-style-type: none"> • Professionally discrete and able to respect the confidentiality on particular issues • The ability to work well in a team and independently • Excellent communication skills • Flexibility and adaptability • Experience of working successfully with young people in an educational setting. • Experience of supporting the learning and achievements of young people and able to support individuals and groups. • Proven record of improving the outcomes for young people. • Skills and experience of working with vulnerable young people. • ICT skills, including use of internet, emails and Microsoft word. • Experience of working with teachers and school staff to plan and manage learning opportunities. 	<ul style="list-style-type: none"> • Experience of working with pupils with ASC and associated Learning Disabilities. • Specific knowledge of ASC and/or ADHD • Knowledge of SIMS.net
Qualifications	<ul style="list-style-type: none"> • Trained to at least degree or equivalent standard • Excellent literacy and numeracy skills 	
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge and understanding of working with young people. • Able to produce learning resources and materials to support progress and achievement. • Knowledge of education and how best to support, motivate and engage young people in learning. • Knowledge and understanding of child protection and safeguarding practices and protocols 	<ul style="list-style-type: none"> • Knowledge of the school curriculum

	<ul style="list-style-type: none"> • Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information. 	
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Interest in pursuing a career in teaching/learning/child support working environments • Ability to engage constructively with, and relate to, a wide range of young people and children from different backgrounds. • Ability to establish relationships with internal and external stakeholders. • Ability to undertaking comprehensive assessments of pupils to determine those in need of particular support. • A positive attitude with energy and commitment. • Desire to further develop the school's ethos. • Ability to form and maintain appropriate professional relationships and boundaries with children and young people. • Ability to motivate and enthuse pupils. • A commitment to high academic standards. • Ability to manage pupil behaviour • Ability to work effectively as a member of a team and display excellent interpersonal skills. • Ability to work effectively with and command the confidence of teaching staff. • First class communication skills on all levels. • Highly organised, motivated and enthusiastic. • High professional and personal standards 	

	<ul style="list-style-type: none"> • A commitment to working to strict deadlines • Willingness to play a part in the wider life of the school • Confidence, liveliness, tenacity, flexibility, adaptability and resilience. 	
Other factors	<ul style="list-style-type: none"> • Must satisfy relevant employment checks • Car owner and driver (could be working on either school site). 	
Requirements from confidential references	<p>Written reference(s) only</p> <ul style="list-style-type: none"> • Confirmation of professional and personal knowledge, skills and abilities. • Positive recommendation from current employer. • Good health and attendance record. 	

Grange Park School requires the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.

Agreed By:		Date:	
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Job Holder

Approved By:		Date:	
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Line Manager