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

**JOB DESCRIPTION**

**Post:** Cover Supervisor

**Responsible To:** Cover Leader

**Pay Scale:** Kent Scheme 6

34 hours per week term time only

Monday - Thursday 08:15 – 15:45

Friday 08:15 – 14:45

**PURPOSE OF JOB:**

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.

**PRINCIPAL ACCOUNTABILITIES:**

**To ensure everyone is a successful learner who makes progress, achieves and enjoys learning by:**

* Undertaking cover supervision of class groups up to 30 pupils on a day to day basis as required under the direction of the Cover Leader/Assistant Headteacher responsible for Staff Leadership & Development.
* 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.
* Following a shadow timetable as scheduled by the Assistant Headteacher responsible for Teaching & Learning when cover duties are not required.
* Liaising with absent teachers on class progress after cover lessons.

**To encourage everyone to be a confident individual who leads a safe, healthy, economically active life by:**

* 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.

**To support everyone being a responsible citizen who makes a positive contribution to the school and wider community by:**

* Developing classroom management skills to ensure an appropriate, positive, classroom atmosphere is maintained for effective learning.
* Participating in training in order to keep up-to-date and share good practice relevant to classroom supervision and management.
* 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 Assistant Headteacher responsible for Staff Leadership & Development.
* Working with agreed domain colleagues to design packages of work for school domains in order to enhance generic key skills.
* Participating in school meetings as required to facilitate good communication and transfers of information, including Domain Sessions on Friday as appropriate.
* Carrying out other duties commensurate with the post as required by the Headteacher, including staff duties as requested.

**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.

**NECESSARY EXPERIENCE**

* Successful recent experience of working with young people in a school or similar background such as Youth and Community Work, Education Welfare Work, Higher Level Teaching Assistant or Classroom Teacher.
* A good standard of literacy and numeracy at least equivalent to GCSE standard and ICT literate.
* Excellent communication skills at all levels – both verbal and written.
* Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.
* Sound judgement.
* Ability to motivate and inspire young people with a creative approach to problem solving.
* Ability to work effectively and efficiently using own initiative, independently
* Excellent time management and organisational skills.
* Understanding of relevant policies, codes of practice and legislation.*.*
* Basic knowledge of first aid an advantage.
* Willingness to develop own skills to enhance classroom practice, possibly through the Higher Level Teaching Assistant Programme or similar.
* Sense of humour.

**PROFESSIONAL VALUES AND PRACTICE**

* High expectations of all students, respecting social, cultural, linguistic, religious and ethnic backgrounds and commitment to raising achievement.
* Treat students consistently, with respect and consideration.
* Demonstrate and promote positive values, attitudes and behaviour by example.
* Work collaboratively with all colleagues as part of a professional team, knowing when to seek help and advice.

**ORGANISATION:**

Assistant Headteacher responsible for Offsite & Cover

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Cover Leader

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Cover Supervisor

Signed (Post-holder): Date:

Signed (Line Manager): Date: