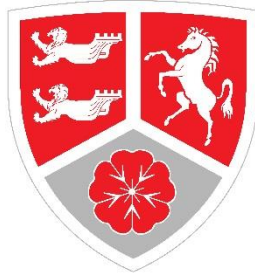


## The Charles Dickens School Job Description



**Name:**

**Job Description:** Classroom Cover Supervisor

**Grade:** KR5

**Employed for:** 37 hrs per week, term time only + 1 Day

**Hours:** 08.00 – 16.00 Mon – Thurs, 08:05 – 16:00 on Friday.  
Includes 35 min unpaid lunch break.

**Professional Relationships:**

**Responsible to:** Assistant Headteacher: Curriculum & Achievement

**Responsible for:**

**Purpose:** to supervise students in the absence of teachers so that the learning of students can continue. Supervise internal and external examinations.

### **Safeguarding**

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to Safeguard all students at all levels across the school community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

#### **Policy and Procedure**

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your teaching classes/form classes and within your designated curriculum area and promote your teaching as a vehicle to safeguard students.

#### **Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant your role and your responsibilities for safeguarding

## **The Charles Dickens School Job Description**

- Obtain access to relevant resources

### **All members of staff have a responsibility to:**

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

### **Necessary Experience**

- Relevant Degree or Equivalent qualification
- Good numeracy and literacy skills (GCSE English and Maths or equivalent).
- At least 2 years' experience of working closely with children
- Ability to use basic technology (computer, email, photocopier etc.)
- Knowledge of policies and procedures relating to child protection, safeguarding, Health & Safety, security and confidentiality.
- Ability to relate well with children and communicate diplomatically and tactfully with adults (e.g. parents)
- Must be motivated and be able to work independently with minimal supervision.

### **Person Specification**

#### **Essential Skills**

- Take initiative
- Work under pressure
- Excellent organisation skills
- Excellent interpersonal skills
- Excellent attendance record
- Excellent administrative skills
- Ability to be proactive
- Ability to be flexible

#### **Desirable skills**

- Experience of covering lessons in schools
- Knowledge of school routines
- Good ICT skills

### **Job Description**

**The Charles Dickens School  
Job Description**

Accountabilities	Indicative tasks/actions
Supervise classes when teachers are absent so that students complete the work set in a supportive environment	Registering classes Informing class of work set <i>Actively supervising the work of students</i> Distributing resources if appropriate Collecting completed work and return to appropriate staff
Invigilate internal and external examinations	Invigilate internal examinations Invigilate external examinations
Adhere to school policies and procedures so that students' learning is supported	<i>Follow school behaviour policy and ensure students follow the code of conduct</i> Having high expectations of all students Keeping abreast of relevant legislation
Supervise the Learning Resources Centre after School from 3:05pm until 4:00pm (Mon- Thurs) and 4:00pm on Friday.	<i>Actively supervising the work of students</i> Supporting the Learning Mentors with their work with students as required
Carry out administrative/supportive tasks when not being used for cover to support teachers, specific departments, and the work of the school generally	Filing Display work Collating material Helping classroom teachers with administrative tasks Helping the office staff with administrative tasks Invigilating students in exams Helping with fire drills Contributing to Enrichment Days
Work as part of a professional team in a manner that enhances the ethos of the school	Promoting positive values Suggesting ways of improving systems and procedures Seeking help and take advice Seeking opportunities for development

**Staff Development:**

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher and Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

**The Charles Dickens School  
Job Description**

Two copies of this job description should be signed, the post holder retaining one and the Executive Head /Headteacher the other.

Signed: ..... Date: .....