

**Job description – Cover Supervisor (Academy Band 5, pro-rated £16,243 - £17,292)**

37 x hours per week

Term time, plus one week

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>Summary of the role:</b>	<ul style="list-style-type: none"> <li>To supervise whole classes in the absence of a teacher, responding to questions, assisting pupils to undertake set activities and managing the behaviour of those pupils.</li> </ul>
<b>Line management responsibility for</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>Actively promote and develop the ethos of the School</li> <li>To supervise whole classes during the short-term absence of the teacher. The main focus of such cover will be to respond to questions, assist pupils to undertake set activities and stay on task and manage the behaviour.</li> <li>Working under the guidance of teachers and / or members of the school Leadership Team and within an agreed system of supervision.</li> <li>To support individuals and groups of pupils to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas</li> <li>Building and maintaining successful relationships with students, whilst treating them with respect and consideration</li> <li>The role will also include other duties inside and outside of the classroom where appropriate</li> <li>Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>To carry out other duties reasonably deemed to be within the responsibility as requested by the Principal.</li> </ul>
<b>Line management duties and responsibilities</b>	<ul style="list-style-type: none"> <li>Not applicable to this role</li> </ul>

You may also be required to undertake such other comparable duties as the Head requires from time to time.

<b>Person specification</b>			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with young people within a classroom environment</li> </ul>		Application form
<b>Qualifications</b> (Education/Training)	<ul style="list-style-type: none"> <li>• GCSE Maths and English at Grade C/4 or equivalent</li> <li>• Or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Good standard of education to at least level 3 (A Level) standard</li> </ul>	Production of the Applicant's certificates Discussion at interview Application form
<b>Job Related Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise work</li> <li>• Ability to manage time effectively</li> <li>• Ability to maintain confidentiality in all school matters</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to take personal responsibility for further training and development</li> </ul>	Contents of the application form Interview Professional references
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A strong desire and a genuine commitment to improving young people's educational experience</li> <li>• Ability to act on own Initiative and to work without close supervision</li> <li>• Ability to communicate with a wide range of people.</li> <li>• Ability to work effectively supported by a member of the school team and to work as part of a team</li> <li>• Be flexible to changing demands of the post.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Contents of the application form Interview Professional references
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• An understanding of and commitment to equality of opportunity.</li> </ul>		Contents of the application form Interview Professional references
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>		Contents of the application form Interview Professional references

