

JOB DESCRIPTION

COVER SUPERVISOR

Purpose of the post

You will be a key member within the Associate Staff structure of the School to provide teaching and learning support to students and teaching staff and to provide appropriate cover supervision for classes where the teacher is not present.

You will be responsible for providing cover for absent teachers.

Duties:

Core Duties:

1. You will provide support for the Whole School. You will:

- Collect work which has been set for the class to be supervised
- Arrange for class to have access to the appropriate room and materials
- Take the register
- Hand out the materials and provide the necessary explanation of the tasks set
- Maintain good order and purpose during the lesson
- Respond to any questions from students about process and procedures
- Collect in all work at the end of the lesson and ensure its proper return
- Dismiss the class in an orderly manner according with school expectations
- Inform faculty leader/pastoral team of any breaches of school discipline

2. You will be responsible for providing administrative/practical support when not on cover supervision duties. You will provide such support in the following areas:

- Issuing and maintaining equipment and materials
- Managing student data
- Exam invigilation
- Provide support in the Behaviour Support Centre/ Aspire if required.

3. You will provide support for the school. You will:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities as appropriate.
- To undertake any other reasonable duties which might from time to time be requested by the Head teacher or any person delegated by them.

The above list is not exhaustive and other duties may be attached to the post from time to time.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

Note:

This job profile will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

PERSON SPECIFICATION

COVER SUPERVISOR

We shall be looking for applicants who can fulfil the following criteria:

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> NVQ Level 3 or equivalent related professional level 	<ul style="list-style-type: none"> Qualification of student behaviour management strategies 	Application letter Certificates
Experience	<ul style="list-style-type: none"> Some experience of working in a school environment with children/young people of a relevant age Experience of using IT packages 	<ul style="list-style-type: none"> Knowledge of child protection procedures 	Application Form Interview
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Basic understanding of child development and learning Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Good literacy, communication and numeracy skills Knowledge of student behaviour management strategies 	<ul style="list-style-type: none"> Knowledge of relevant policies/codes of practice and awareness of relevant legislation Training in the relevant learning strategies e.g. literacy 	Application Form Interview
Disposition	<ul style="list-style-type: none"> Flexible approach to work Use own initiative and work independently Work calmly under pressure Good communication skills – written and verbal Committed to the principals of equality and diversity 		Application Form Interview
Safeguarding	<ul style="list-style-type: none"> The post holder will require an enhanced DBS 		DBS Check