

Job Description & Person Specification

Role:	Cover Supervisor
Salary:	West Sussex Grade 6 + Crawley Allowance; £15.84 per hour
Hours:	Flexible, as required between 8:30 – 15:30
Contract Type:	Casual

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

Reporting to:	Assistant Headteacher (Behaviour)
Purpose:	Extend the Leadership of the Headteacher. Create the opportunity and capacity for all members of the school community to learn. Embody the Christian ethos and underpinning elements of the school.
General:	Supervision students i.e. covering lessons in the absence of a teacher as directed by line management. Assist with student supervision in Reflection, as directed. Working as part of the Learning Support Team in class when required.
Key Duties:	<u>Responsibilities</u> • Communicate the work set by the class teacher to the students • Observe Health and Safety Regulations • Supervise and manage student behaviour in line with the school Behaviour Policy • Uphold the School Rules and ethos • Make classroom observations • Classroom management • Lunch time supervision • Administrative duties where appropriate • After hours duties where agreed • Oversee the use of books and equipment necessary for the lesson • Maintain good order in the classroom, and liaise with the usual teacher about student behaviour requiring sanction and reward • Assist students where necessary, and if possible seeking appropriate assistance or advice • Collection of books and equipment at the end of the lesson and ensure they are returned to the appropriate place • Ensure the students tidy up and leave the classroom in good order • Return work, etc. to the class teacher and inform him/her of the point reached by the students
	• To report any problems, difficulties, successes etc. to the class teacher via the cover lesson work sheet • Where agreed, to supervise 'after school hours' study sessions/duties • Administrative duties will be allocated as appropriate.

Generic Duties:	To deputise in the absence of other staff. Undertake duties involving student contact, as requested.
CPD:	To follow a mutually agreed programme of continuing professional development.
Additional Information:	For inset training you will be aligned with the Behaviour team. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

Person Specification – Cover Supervisor		
	Essential (E) or Desirable (D)	Evidenced by:
Willing and able to obtain Enhanced DBS clearance for schools	E	Application / DBS check
Evidence of Right to Work in UK	E	Application and paperwork at interview
Educated to at least Level 2 (GCSE A*- C or equivalent) in English and Maths	E	Application and Certificates
Evidence of study at A Level / Further Education	D	Application and Certificates
Proficient in use of Word and Excel and other office programs	E	Application and practical activity
Excellent interpersonal and communication skills, both written and spoken	E	Application and interview
Knowledge of SIMS (training will be provided)	D	Application and interview
Previous experience of working with secondary age students	E	Application and interview
Comfortable with technology, able to use presentation software and hardware e.g. overhead projectors, smart boards, etc.	E	Application and interview
Efficient, organised and precise	E	Application and interview
Able to work in a flexible way and to manage workload to meet the requirements on a particular day	E	Interview and practical activity
Good communication skills – both oral and written.	E	Application and interview
Resilient with the ability to keep calm and focused in pressurised situations	E	Application and interview
Resilient and able to deal effectively with confrontation	E	Application and interview
Excellent time management and effective organisational skills	E	Application and interview
Diplomatic, discerning and able to deal with confidential information	E	Application and interview
Able to liaise and communicate confidently with staff at all levels	E	Application and interview
Uses own initiative within boundaries problem solver with 'can do' attitude	E	Application and interview
Confident and able to inspire enthusiasm	E	Application and interview
Able to build appropriate professional working relationships with children and adults	E	Application and interview
Experience of classroom management	E	Application and interview
Willing to undertake relevant Safeguarding training and abide by school policy	E	Application and Interview
Representative of the school's ethos and core values	E	Application and interview