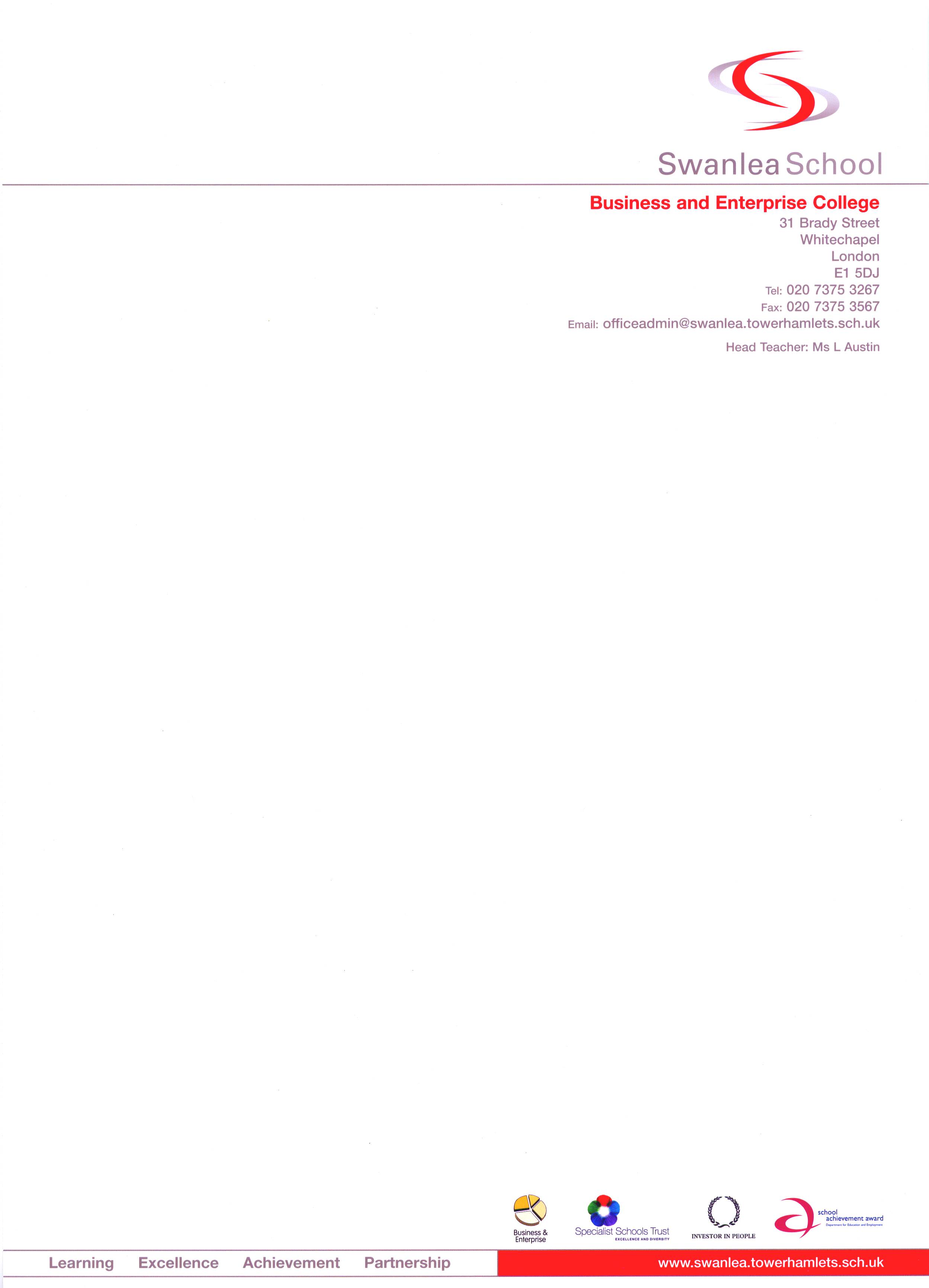
**Swanlea School, Business & Enterprise College**



**31 Brady Street**

**London, E1 5DJ**

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Respect | Aspire | Achieve

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Job Description

COVER & BEHAVIOUR SUPERVISOR

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| **Purpose** | * To supervise classes in the short-term absence of the class/subject teacher, in line with the school’s cover procedures, maintaining an orderly and constructive working environment. * To ensure improved security in and around the school and the smooth, calm movement of pupils throughout the school during the course of the day. |
| **Reporting To** | * Pastoral Leader |
| **Salary/Grade** | * Scale 5 |
| **Disclosure** | * Enhanced |
| **MAIN DUTIES** | |
| **Cover Supervisor** | * To supervise pre-prepared work that has been set in accordance with the school policy on providing appropriate work for pupils who are being supervised. * To manage the behaviour of a whole class whilst they are undertaking this work in accordance with the school’s behaviour policy. * To respond to any questions from pupils about instruction for completing set work. * To collect any completed work after the lesson and return it to the class/subject teacher. * To report back, as appropriate, on the behaviour of pupils during the lesson, and any issues arising. * To deal with and report any immediate problems or emergencies according to the school’s policies and procedures. * To be familiar with the full range of school policies, particularly health and safety, inclusion, behaviour, bullying, child protection and race equality, including procedures for dealing with racist incidents with appropriate training. * To promote and comply with the council’s Equality and Diversity Policy Statement, in the opposition and eradication of all forms of discrimination. |
| **Behaviour Management** | * To promote, manage and maintain positive student behaviour * To patrol the school building to ensure that all pupils are in class. * To perform specific duties at breaktime, lunchtime and after school to ensure that students are well supervised and that health and safety requirements are met * To perform administrative tasks as may be required. * To act as a First Aider as and when required. * To support in the management of the school Exclusion Room   Specific Duties if not covering lessons:  1. **Morning Session:**   * Building patrol to ensure all pupils are in lessons. * Escorting pupils who are out of lessons, to their appropriate classroom. * At lesson change supervise toilet/playground area to facilitate a rapid lesson change. * At morning break, supervise either restaurant, toilets, playground or garden.   2. **Lunchtimes:**   * Supervising the exit and re-entry of students. * Welcoming visitors * Running lunchtime detentions * Supervision of toilets and general playground areas to ensure high standards of student behaviour   3. **Afternoon Session:**   * Collecting passes from students who are late back from lunch. * Building patrol to ensure all pupils are in lessons. * Escorting pupils who are out of lessons to their appropriate classroom. * At lessons change to supervise toilet / playground area to facilitate a rapid lesson change.  1. **After School:**  * Assisting with dismissal of pupils * Supervision of front door area to maintain improve school security * Assisting with after school ‘Late Detentions’   Updating school behaviour logs and recording incidents onto database |
| * *Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.* * *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.* * *Employees are expected to present themselves and to act in a professional manner at all times.* * *The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.* | |

Person Specification

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| **Essential Requirements**  Knowledge   * To have knowledge and understanding of school structures and relevant school policies. * To have knowledge of a range of positive strategies to deal with whole classes and groups of pupils on occasion. * To have an understanding of issues relating to health and safety in a school environment.   Skills   * To be able to communicate with pupils and adults clearly and effectively. * To be able to understand children’s behaviour and to respond positively to their needs in varying circumstances. * To be able to manage a classroom of pupils safely in the short term absence of the teacher. * To be able to act quickly and responsibly in the event of accidents or unacceptable behaviour. * To be able to relate to young people in a firm but friendly and calm manner. * To be able to exert authority in ensuring that young people follow instructions and expectations.   Experience   * Experience of working with children in a paid or voluntary capacity. * Experience of administering First Aid is desirable although training will be given. * Experience of interfacing directly with both students and parents/members of the public.   Education and Training   * Minimum of 5 GCSE at A\*-C, including English and Maths is essential. * Literacy and numeracy skills in order to note and report incidents. * Willingness to undertake relevant training, identified through performance management review. Should be qualified to at least NVQ level 2.   Personal Qualities   * Flexibility and ability to work as part of a team, according to the school’s needs. * Good organisational and interpersonal skills. * Understanding of and commitment to Swanlea School Values and aspirations * Understanding of the need for and commitment to maintaining excellent attendance and punctuality * A positive ‘can-do’ attitude and commitment to assisting others in your team * Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it * Hardworking, resilient and professional * Resourcefulness, enthusiasm and flexibility to work under pressure * Commitment to own continuing professional development and to supporting the professional development of others * Commitment to the highest standards of child protection (E).   Equal Opportunities   * Awareness of and commitment to the council’s Equality and Diversity policy. * To value all the cultures represented in the school and to promote equal opportunities. |

Signed ............................................................................ Date......................................................