JOB DESCRIPTION

Job Title: **Cover Supervisor**

Responsible to: **Assistant Headteacher (Teaching & Learning) & Cover Manager**

Grade: F (Points 8-12)

Salary: £20,493 - £22,183 Full Time Equivalent

Actual Salary: £14,103 - £15,266

Working Hours: **30 hours per week (8.30am to 3pm daily with 30 mins for lunch unpaid daily)**

Working Weeks Per Annum: **39 weeks (Term Time + TD Days)**

Paid Weeks Per Annum: **44.26**

Purpose of Role:

- To support high quality learning in the absence of scheduled teachers
- To enable every child to access learning in a mainstream setting
- To provide flexible, high quality support to the full range of students
- To provide all students with a safe environment in which to learn

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Job Duties:

Under the direction of the Assistant Headteacher and/or the Cover Manager the Cover Supervisor will provide cover supervision for classes in the absence of the teacher across the whole curriculum.

Support for the curriculum:

- To support the delivery of the National Curriculum and enhanced Curriculum offered by the School.
- To provide short-term cover supervision for whole classes as needed.
- In exceptional circumstances, to provide medium to long-term cover should it be required at any time.
- To adapt plans in response to changes in need during the School day
- To maintain accurate registers of students and groups covered.
- To cover registration time on a medium to long-term basis, which would involve a consistent start to the school day for the students, along with providing pastoral care at all times, and keeping the attendance records for the students in the tutor group.

Support for students:

- To support students to overcome barriers to learning so they are able to work independently in the company of other students and across the curriculum
- Supporting the achievement of School targets for all students
- To work in a range of settings to support students accessing learning within the school day, and beyond
- To advise colleagues of students specific needs and / or concerns
- To contribute to any referral for additional support for a student
- To monitor the completion and quality of learning during cover lessons
- To communicate to students any changes of lesson location due to cover
- To promote positive attitudes and high standards of behaviour, dealing promptly with incidents using the school's agreed Behaviour Policy.
- Reporting any behavioural issues or other issues in line with the school's policy and procedure
- Using agreed procedures to recognise and reward achievement

Support for the teachers:

- To follow all set work in the classroom from the Teachers Cover Pro-forma.
- To develop a mutually supportive relationship with the teaching staff to help students to gain access to the curriculum in classrooms.
- To provide feedback to teachers on the quality of student responses to learning resources and tasks
- To ensure support in lessons impacts on learning at all times
- To assist students to become better learners
- Being involved in the regular monitoring and identification processes in accordance with the School's monitoring systems

Support for the school:

- To work as part of a flexible and supportive team to further the ethos of the School
- To undertake the relevant training to enhance personal development and use the knowledge to benefit the School and its students
- To undertake any tasks the Assistant Head Teacher or Cover Manager would deem as reasonable e.g. general administrative duties such as filing and photocopying
- To have due regard for issues of Health and Safety relating to staff, students and visitors.

Training and Staff Development

To attend relevant INSET/CPD and meeting when applicable.

Safeguarding

- To have responsibility for Safeguarding and promoting the welfare of children.
- To ensure that all school child protection policies are adhered to and concerns are raised in accordance with these policies
- To attend Safeguarding training sessions

Other Duties:

- Attend and be a part of the School's Support Staff Annual Appraisal cycle
- To work alongside teachers in a supporting TA role or provide support for the Behaviour Centre when not providing cover for teaching staff.

Carry out any other duties within the competence of the post-holder commensurate with the general level of responsibility of the post.

This is not an exhaustive list and some changes to both the Job Description and duties may occur.

Key Responsibilities:

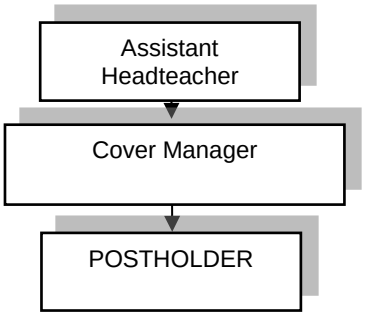
Contribute to the ethos and aims of the School

- To be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing, ICT and Safeguarding Policies (available electronically through SharePoint) ensuring at all times that the duties of the post are carried out in accordance with School Policies.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies.
- To review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for own continuing professional development.
- To work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- To undertake any duty or responsibility that the Headteacher, line manager and the Business Manager asks relevant to the school's needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain working relationships with other professionals.
- To liaise with parents, students, local authorities, external agencies and suppliers as well as members of the public to provide information and to answer queries.

Structure



Skills/Qualifications:

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Further Information:

Scale Point	All staff start at the first scale point within their salary grade and receive annual increments until the top of scale is reached.
Pension	As an employer of the Local Government pension scheme, the postholder will be automatically enrolled into the Wiltshire Pension Scheme. The School pays a contribution of salary into the LGPS – this is an additional remuneration benefit**.**

Confidentiality	Some of the work undertaken within the School is of a highly confidential nature. The postholder must at all times maintain confidentiality and work within the School's data protection parameters.
Annual Appraisal	All staff undergo an annual appraisal as part of performance management at The Corsham School.

The Corsham School is committed to safeguarding and promoting the welfare of young people and all appointments are subject to Disclosure Barring Service checks, medical and satisfactory references as part of standard pre-employment checks.

PERSON SPECIFICATION

Job Title: **Cover Supervisor**

Attributes	Essential Requirements	Desirable Requirements
Experience & Qualifications	• Good basic education to GCSE Level (A,D,I) • GCSE Maths and English (A,D,I) • Work with children or young people (A, I) • Experience of working as part of a team (A)	• Evidence of further personal and professional development (A) • Experience of working in a Secondary School (A)
Knowledge	• Understanding of the Secondary School curriculum (A,D,I) • ICT skills – Microsoft Office and the Internet (A,D,I)	
Skills	• Good organisational skills (A,I) • Effective interpersonal skills (A,I) • Willingness to utilise the possibilities of ICT in the development of the post (A,I) • Ability to lead learning in classrooms and in other environments (A,I)	
Personal Qualities	• Ability to use own initiative (A,I) • Ability to work independently and to play a role within the team (A,I) • Ability to prioritise work and meet challenging deadlines (A,I) • Ability to work well under pressure, remaining calm (A, I) • Ability to form positive, professional relationships with colleagues and young people (A,I) • Open to change (I) • Ability to use discretion and have an understanding of the importance of confidentiality and child protection issues (A,I) • Ability to employ tact and diplomacy when dealing with sensitive situations (A,I) • Ability to analyse and review objectively (A) • Commitment, enthusiasm and energy (A,I) • Commitment to own personal and professional development (A,I) • Smart appearance in line with the school's dress code (I)	

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Key:
A = Application Form *D = Documentary* *I = Interview*

Name: Signature: Date:

The Corsham School will accept photocopies on application, but original certificates MUST be presented for verification the interview day.

CONFIRMATION OF RECEIPT

I confirm that I have read and understood the terms outlined in this statement and hereby accept the post on the conditions stated.

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