**Job Description: Cover Supervisor**

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| **Post Details** |  |
| **School/setting:** | Twynham TGS |
|  **Post type:** | Support Staff |
| **Grade/Pay Level:**  | Grade 6 |
| **Responsible to:** | Cover Manager (Twynham School) |

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| **Main Purpose** |
| To supervise and support students who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. To administer and supervise daily centralised detentions. This is primarily a role based in a classroom or other learning environment. Cover Supervisors will have high expectations of all students and respect for their social, cultural, linguistic, religious and ethnic backgrounds. |

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| **Duties and Responsibilities** |
| * To take sole charge of a group or class of students in the short term or unforeseen absence of their usual teacher
* Registering attendance in accordance with school policy
* Responding to any questions from students about process and procedures and the work that they are engaged in. Supporting student use of associated resources
* Managing the behaviour of students whilst they are undertaking this work to ensure a constructive learning environment
* Dealing with any immediate problems or emergencies according to the school’s policies or procedures
* Collecting completed work and resources after the lesson and returning it to an appropriate teacher with comments on any learning issues arising and progress made
* Reporting back as appropriate using the school’s agreed referral procedures on the behaviour of students during the lesson(s) and any issues arising
* The Cover Supervisor will be required to apply degree of originality and creativity to the delivery of learning activities. This would include supporting and carrying out straightforward assessments in the classroom, such as marking.
* Use the school MIS (Management Information System) to register students and inform relevant colleagues of attendance, behaviour and rewards.
* Supervise students from years 7-11 in a centralised detention room from 3.15-4.15pm every week day.
* Manage the behaviour of students in the detention room and facilitate the completion of specific tasks
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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:*** Minimum 5 GCSEs A-C including Maths and English (or equivalent)
* A-level or equivalent Level 3 qualifications
* Very good numeracy and literacy skills
* Experience of general clerical/ administrative work
* Training in relevant strategies in appropriate curriculum or learning area
* Ability to travel independently between TGS and Twynham School during the working day
* Aspirational for a career working with children potentially in teaching
* High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people.
* Highly emotionally resilient
* An ability to inspire and relate well to the whole community.
* An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals.
* A team player who is comfortable in both providing and responding to professional challenge.
* A commitment to and evidence of professional development of both yourself and others
* A commitment to engaging with evidence and research to inform practice
* Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach.
* A sense of humour

**Desirable:*** Experience of working in an education setting
* Experience of working with relevant age groups within a learning environment
* Experience of working with children with additional needs
* Degree level qualification
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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Notes** |
| This job description may be amended at any time in consultation with the postholder.  |

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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** |
| * TGS = The Grange School
 | MIS = Management Information System |