

Job Description

Teachers and Support Staff

Role:	Cover Supervisor with the ability to cover PE
School:	Beckfoot Thornton
Salary/Grade:	Band 7, SCP 11 - 17
Reporting to:	Assistant Headteacher – Teaching & Learning

Core Purpose of the Post:

To implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole.

Main Duties and responsibilities:

Support Leadership Expectations

- To take delegated responsibility in the supervision of students on work experience, trainees, and voluntary helpers with whom the postholder is working.
- To work under the guidance of teaching/senior staff and within an agreed system of supervision.

Pupil Focused

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Assist with the development and implementation of IEPs.
- Support pupils consistently whilst recognising and responding to their individual needs.

Teacher Focused

- Work with the teacher to establish an appropriate learning environment.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Provide general clerical/admin support eg administer coursework, produce worksheets for agreed activities etc.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Curriculum Focused.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Help pupils to access learning activities through specialist support.

Supervision and range of decision making:	
<ul style="list-style-type: none"> To work under the instruction / guidance of teacher / senior staff. To make decisions using initiative within established working practices and procedures. The post holder will be expected to use common sense and initiative in all matters relating to: the conduct and behaviour of individuals, groups of pupils and whole classes, the correct use and care of materials by individual and small groups of pupils, the safety, mobility, hygiene and wellbeing of pupils. 	
Communications and working with others:	
<ul style="list-style-type: none"> Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links. Promote the Trust values, core purposes and key principles. 	
Resources:	
<ul style="list-style-type: none"> Operate relevant equipment/complex ICT packages. To take care and consideration when using equipment and resources within school. Provide general advice and guidance to staff, students and others. 	
Professional development:	
<ul style="list-style-type: none"> Engage fully with the school's appraisal / performance management system. To actively participate in continuous professional development. 	
Other Considerations:	
<ul style="list-style-type: none"> To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher. To comply with Health and Safety regulations and act as a Fire Marshall as directed do so. To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files. Accept and commit to the principles underlying the Schools Equal Rights policies and practices. Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act. Must be legally entitled to work in the UK. Additional duties may include fire marshal role. Additional duties may include being a qualified first aider. 	
Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
Advanced Threshold Fluency Duty Required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can: <ul style="list-style-type: none"> Express themselves fluently and spontaneously at length effortlessly. Explain difficult concepts simply without hindering the natural smooth flow of language. Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school. 	
Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
Date:	May 2021

Person Specification

Teachers and Support Staff

Role:	COVER SUPERVISOR	
	Essential Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths Grade C or above (or equivalent.) Qualifications relating to post eg health, children, practical skills, first aid. 	Application
Experience	1 to 2 years' experience in one or more of the following: <ul style="list-style-type: none"> Experience of working with pupils of relevant age, assisting in their development. Experience of working as part of a team. 	Application References Interview
Training	<ul style="list-style-type: none"> Willingness to participate in development and training opportunities. Evidence of previous personal development. 	Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> An understanding of the needs of a multicultural society. Working knowledge of relevant polices/codes of practice and awareness of relevant legislation. 	Application Interview
Personal Circumstances	<ul style="list-style-type: none"> Must have the ability to be flexible and work to the requirements of a busy school. Hold business travel insurance and be prepared to travel to other Beckfoot Trust schools. Able to speak in fluent English (in accordance with The Immigration Act October 2016). 	Application Interview
Disposition and Attitude	<ul style="list-style-type: none"> A passion for education and a deep felt desire to make a difference for young people. To like young people and be liked by them. To possess educational vision underpinned by values. Humility: a recognition that the more you know, the less you know! Not being afraid to say 'I don't know'. Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of others sensitivities; to have personal pride and lead by example. Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself. Understand the importance of work/ life balance. Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. Desire for significant professional development. Imaginative. Visionary. Risk Taker, Good oral and written communicator. Look smart and professional. Good Numeracy / literacy skills. Good co-operative, interpersonal and listening skills. Ability to work proactively and independently as well as being Team Worker. Good ICT skills. Good organisational skills. 	Application Interview References
Physical	<ul style="list-style-type: none"> Excellent attendance and punctuality. Resilient. 	References Interview

Equality	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview
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