



Location: Brookfield Community School, Chatsworth Road, Chesterfield, Derbyshire, S40 3NS

Salary: Redhill Academy Trust Pay Scale, Band 8, Scale Points 36 - 40

Hours of work: 30 hours per week, term time only

Responsible to: Deputy Headteacher and Operations Manager

Post objective: To provide classroom supervision in the event of teaching staff being absent from work or otherwise unavailable. To provide cover for on call and internal exclusion. When not being used for cover, provide administrative support to the teaching staff of a designated department.

Main Duties and Responsibilities:

Class Supervision

- Supervising the students on work left in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Assisting with the management of student behaviour to ensure a constructive working environment
- Responding to students about the work that has been set, providing students with generic support (e.g. literacy, numeracy, IT) to help them complete set work
- Collecting any work completed after the lesson and returning it to an agreed person/place
 - Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any other issue arising
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate
- Generate positive, professional relationships with staff, students and parents
- To consistently follow all school policies

Administrative Support

- As directed by the Faculty Leader, provide clerical support to the faculty through photocopying, filing, faxing, laminating, completing forms and responding to routine correspondence
- Maintain manual and computerised records and input student data into information systems and spread sheets, regarding student achievements, assessments and exam results
- Collate and sort student work into grade order, ensuring they are kept securely
- Type up student exam papers to be used as exemplars for future exams
- Prepare and clear notice and display boards across the faculty
- Provide administrative support to the teaching staff's production of classroom resources (e.g. worksheets, booklets)
- In accordance with the academy's online ordering system, maintain stocks and supplies, cataloguing and distributing as required

General

- Be a Form Tutor
- Liaison with other departments and staff as necessary
- Attendance at staff meetings and INSET activities where relevant
- To undertake the role of co-tutor, supporting the tutor and Head of House
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.



BROOKFIELD COMMUNITY SCHOOL

COVER SUPERVISOR

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">▪ Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students▪ Ability to motivate students▪ Ability to work at own initiative and as part of a team▪ Ability to work in a flexible and responsive way with tact, discretion and confidentiality▪ Ability to relate well to children and adults▪ Ability to work under pressure▪ Flexibility▪ Competence in numeracy and literacy	<ul style="list-style-type: none">▪ Ability to use ICT effectively to support learning▪ Ability to support the processes and procedures for students' learning

<p>Knowledge</p>	<ul style="list-style-type: none"> ▪ Awareness of confidentiality issues linked to: <ul style="list-style-type: none"> • Home • Student • Teacher ▪ School work 	<ul style="list-style-type: none"> ▪ Understanding of the aims, content and intended outcomes of teaching and learning in relation to the National and the School's curriculum ▪ Understanding of principles of child development and learning processes ▪ Knowledge of a range of strategies to promote good behaviour ▪ Awareness of the statutory frameworks relevant to their role ▪ Knowledge and understanding of the different classroom roles and responsibilities in relation to this post ▪ Awareness of policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality and data protection and of other relevant legislation
<p>Experience</p>	<ul style="list-style-type: none"> ▪ Experience working with children and young people ▪ Administrative duties 	

Qualifications	<ul style="list-style-type: none">▪ 5 GCSE pass or equivalent of NVQ Level 2 including Maths/Numeracy and English/Literacy	<ul style="list-style-type: none">▪ Appropriate First Aid Training▪ A Level/Level 3 Qualification
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