

COVER SUPERVISOR

Post Number: 105

Job Title:

Responsible to:

Cover Manager

Grade: JG5, SCP Range 12 - 19

Purpose of Role:

To supervise the learning of whole classes, during the short-term absence of their class teacher as they undertake the work set for them, and to invigilate tests and examinations.

To accompany staff and students on educational visits and to support the school in systematically managing staff absences.

To provide general administrative support to the school as may be required during 'free' teaching periods

Job Duties:

- Supervise the work of whole classes set by their class/subject teacher in accordance with school policy
- Register and record pupil attendance in lessons
- Answer pupil queries about process and procedures relating to the lesson and the work set
- Manage the behaviour of pupils to ensure a constructive and positive learning environment
- Deal with any immediate problems or emergencies according to school policies and procedures
- Collect completed work after the lesson and return it to the appropriate teacher
- Report back, as appropriate, using the School's agreed referral procedures, about the behaviour of pupils during the class and any issues arising, to class teacher and/or other senior staff about the behaviour and conduct of pupils in class
- Assist with 'Focus Room' (lesson withdrawal) duties as required
- Assist with other activities relating to the supervision of pupils and with the support and delivery of learning e.g. supporting teachers in the classroom and some administrative duties
- Review resources provided in advance of the lesson, where provided
- Act as a floating tutor where required
- Deployment to other support staff tasks when not needed for cover
- To be trained in the use of the Cover System in order to deputise for the Cover Manager if required
- Provide supervision for afterschool student activities in The Hive, or elsewhere, as directed.

Contributing to the Management of pupil behaviour and security

Contribute to the development and maintenance of school policies, which encourage positive pupil behaviour, and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.

Review and Develop own professional practice

Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

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 Gordano School's online learning environment)



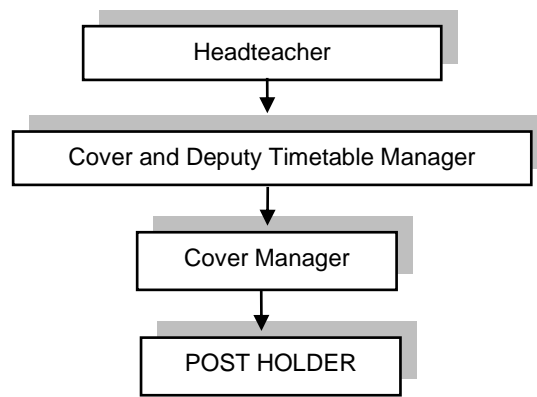
Firefly) ensuring at all times that the duties of the post are carried out in accordance with School Policies.

- To read and have a thorough understanding of the Staff Handbook and Business Ethics Policy.
- To ensure compliance with all Health and Safety legislation, policies, 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:

Probation	This post is subject to a 6-month probation period.
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 Avon 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 Gordano School.

Gordano 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

Post Number: 105

Skills Assessment Criteria	Essential	Desirable
Formal Qualifications:	<p>Minimum 5 GCSE Grades A* - C or equivalent including English and Maths</p> <p>Minimum 2 A-Levels</p>	<p>Qualified Teacher status</p> <p>PGCE or HLTAS qualification</p> <p>Degree, NVQ level 6 or equivalent</p>
Work Related experience and Associated Vocational Training:	<p>Previous experience working with children or working in a young person environment</p> <p>A thorough knowledge gained through employment in a similar role</p> <p>Thorough knowledge of data protection and confidentiality</p> <p>A good knowledge / experience of how a secondary school works</p>	<p>Behaviour for Learning training to support classroom practice</p>
Other Relevant Work Experience:	<p>Demonstrable track record in supporting learning with students</p> <p>Excellent communication skills both verbal and written</p>	
Job Related Skills:	<p>Well developed ICT skills including Microsoft office packages especially Excel (reporting and analysis) and Word</p> <p>Good organisational skills, to be able to prioritise work and meet deadlines</p> <p>Capable of team working and acting in isolation</p> <p>Capable of making sound judgments</p>	<p>Previous experience with SIMs.net</p>
Personal Skills:	<p>Good communication skills with people at all levels and from a variety of backgrounds</p> <p>Evident credibility to command an audience with flair and in an ambassadorial style</p> <p>Ability to quickly build an appropriate rapport with staff, students and parents</p> <p>Genuine team player who acts with honesty and integrity</p> <p>Demonstrate good attention to detail</p> <p>Able to quickly and accurately record information</p>	

** Gordano School will accept photocopies on application, but original certificates MUST be presented for verification on 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.

SignedDate.....

Date of Issue: October 2024

By (Signature):..... (Human Resources)