

## SAPIENTIA EDUCATION TRUST

### WYMONDHAM COLLEGE JOB DESCRIPTION

#### COVER SUPERVISOR

#### PERMANENT, 38.75 HOURS PER WEEK, TERM-TIME ONLY

<b>Line Manager:</b>	Assistant Principal (Curriculum)
<b>Salary:</b>	Points 7-14 of the SET Support Staff Salary Scale <b>FTE</b> £22,369 - £25,409 per annum <b>Pro-rata</b> £17,388 - £20,107 per annum, including an allowance for holiday pay
<b>Residential Status:</b>	Non-Resident

#### THE POST

Wymondham College wishes to appoint an effective and reliable individual who has a good rapport with young people to join our team of Cover Supervisors on an ad-hoc basis for potential daily cover.

Cover Supervisors supervise lessons during the short-term absence of teachers, undertake administrative tasks in departments and assist in other areas of the College, including boarding houses as required. Some specialist knowledge in a particular area of the curriculum would be advantageous for this post, but is not a requirement.

From time to time, Cover Supervisors may be asked to accompany visits and trips out of College hours.

Wymondham College is member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six-month probationary period.

#### PERSON SPECIFICATION

The personal competencies expected of all College support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Cover Supervisor are:

- Have the personality and presence required to carry out required duties effectively;
- Have a good rapport with young people and be able to act as a positive role model to them;
- Be supportive of the particular ethos and expectations of Wymondham College as a leading state boarding school;
- Be flexible and creative in approach and be open to the possibility of developing a wider role in the College.

The qualifications and previous experience required for a Cover Supervisor are:

- A good level of literacy and numeracy;
- Be educated to at least A-Level (or equivalent) standard;
- A degree level qualification, or equivalent, would also be an advantage; however, candidates with relevant experience should not be discouraged from applying.

## **JOB SPECIFICATION**

### **General Responsibilities**

Reporting to the Cover Coordinator, work under the direction and guidance of teaching staff to provide supervision to whole classes during the short term absence of teachers. They ensure that work set is properly completed, that a good learning atmosphere is maintained in the classroom at all times and that College policies on dress and behaviour are upheld. They may also be required to provide other types of supervision, for example assisting the conduct of public examinations and other assessment.

Cover Supervisors also provide additional adult supervision in boarding houses during the day and such areas as the Refectory, the Library, the Lincoln Sixth Form Centre, and Information Technology areas. From time to time, Cover Supervisors may be asked to accompany visits and trips out of College hours.

When not required for supervision duties, Cover Supervisors support the work of academic departments, for example in preparing resources, maintaining displays and working with small groups on specific projects.

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### Specific Responsibilities

- Supervise work set by absent teachers under the general direction of the Head of Department or Cover Coordinator;
- Manage the behaviour of pupils within the College's policies;
- Respond to questions from pupils about processes and procedures;
- Assist pupils in the completion of work as appropriate;
- Collect completed work and return it as required by the teacher or Head of Department;
- Report, using the College's established referral procedures, issues concerning attendance or behaviour;
- Establish productive relationships with pupils, acting as a role model and setting high expectations;
- Promote the inclusion and acceptance of all pupils in the classroom, recognising and responding to their individual needs;
- Support the independent learning of pupils, especially through use of the Library and ICT resources;
- Provide day time supervision for boarding houses as required;
- Attend and participate in meetings concerning pupils or College policies and practices from time to time as required;
- Attend training on issues such as Child Protection;
- From time to time assist teaching staff with the supervision of College visits, trips and co-curricular activities;

### HOURS OF WORK

Paid weeks	Term Time only (normally 35 weeks)
Hours per week	38.75
Normal Working Pattern	Mon - Fri 08:15-15:45 Sat (approximately 24 per academic year) 08:15-12:00
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	College CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

Overtime	Additional hours may be worked by mutual agreement with the line manager and claimed on a timesheet. Additional hours will be paid at the Employee's standard rate of pay.
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## REMUNERATION

### Salary Details:

- Points 7-14 of the SET Support Staff Salary Scale
- **FTE** £22,369 - £25,409 per annum
- **Pro-rata** £17,388 - £20,107 per annum, including an allowance for holiday pay

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The annual salary will change each year depending on the days and weeks in the academic year.

As salaries payments are averaged out over the 12 months of the Academic Year, if an Individual begins employment with the Trust, or an Employee changes their contract, part way through the Academic Year a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year.

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

The post-holder will be entitled to join Wymondham College's nominated pension scheme for support staff.

## DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

## PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## REVIEW

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.

