**



**OLD BUCKENHAM HIGH SCHOOL JOB DESCRIPTION**

**COVER SUPERVISOR**

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| **Line Managers job title:** | Assistant Headteacher |
| **Salary:** | Points 7 -11 of the Support Staff Scale**FTE** £25,584 – £27,269 per annum**Pro rata** £19,243 - £20,878 per annum, including an allowance for holiday pay  |
| **Tenure:** | Permanent |
| **Contract type:** | Term-time plus 1 week |
| **Hours per week:** | 32.5 hours |

**THE POST**

Old Buckenham High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the

ability to communicate and interact effectively with others as part of our school as a Cover Supervisor.

As a Cover supervisor you will supervise whole classes to cover absences of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher, and keep students on task while maintaining good order. Cover supervisors will respond to general questions and provide general feedback to the teacher.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The professional competencies expected of a Cover Supervisor 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

* Be able to multi-task and work under pressure
* Be flexible and resilient in managing and executing their daily responsibilities
* Able to demonstrate strong planning and organisational skills
* Willingness to accept responsibility for your own actions
* The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a Cover Supervisor are:

* A minimum of a grade C / 4, or equivalent, in English and Maths GCSE
* 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**

The Cover Supervisor is responsible to the Assistant Headteacher to supervise whole classes to cover absences of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher, and keep students on tasks while maintaining good order. Cover supervisors will respond to general questions and provide general feedback to the teacher.

**Specific Responsibilities**

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:

* Supervise students while they are engaged in learning activities and deal with immediate problems and emergencies
* Manage students’ behaviour within the behavioural policy of the school
* Set high expectations of conduct whilst acting as a role model
* Respond to students’ queries on procedures while keeping students on task
* Promote the inclusion and acceptance of all students within the classroom within the school’s policies and procedures of equal opportunities
* Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of the students
* Collect and pass on any completed work
* Maintain and pass on any appropriate records as agreed beforehand with the teacher
* Provide support and assistance to teaching staff in large examinations or test groups
* Support the use of ICT within the lesson as appropriate
* Understand and ensure appropriate organisation/use of the classroom, equipment and resources
* Accompany groups of students on school trips ensuring their health and safety (to be at discretion of lead teacher)
* Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Participate in training and other learning activities as required.

The post-holder will be required to comply with the Trust Code of Conduct. 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 Trust’s programme of Performance Management and Continuing Professional Development.

**HOURS OF WORK**

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| --- | --- |
| Paid Weeks per year | Term Time plus 1 week (normally 39 weeks)  |
| Hours per week | 32 ½  |
| Normal working Pattern | Monday – Friday 08:20 -15:35 |
| 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.  |
| Annual leave entitlement | Annual holiday entitlement for full-time support staff will reduce to 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. |
| CPD Days | Your working hours do not include the automatic requirement to work on published CPD days, but you may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract.  |

**REMUNERATION**

* Points 7 – 11 of the Support Staff Salary Scale
* FTE Salary: £25,584 - £27,269 per annum
* **Pro rata salary: £19,243 - £20,878 per annum**

The post-holder will be auto enrolled to join the Trust’s nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately **insert rate** (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

**MID-YEAR ADJUSMENTS – TERM TIME/TERM TIME PLUS**

Salary payments are averaged out over the 12 months of the Academic Year. If you

begin employment with the Trust during the Academic Year, or you have changes made to your contract, 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. This is worked out based on working days of the term time calendar not an equal

division of full months to be worked.

**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 employees.

**PRE-EMPLOYMENT CHECKS**

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

All staff must be prepared to undergo several vetting 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.