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**Cover Supervisor (Support Staff)**

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| **Job Title** | Cover Supervisor |
| **School** | The Quay School |
| **Grade** | Grade G |
| **Salary** | £27,852-£32,020, actual for term time only/part time working £22,224-£25,550 per annum |
| **Reporting to** | Headteacher/Senior Leadership Team |
| **Hours** | 34.5 hours per week (8:30am to 4pm Monday-Friday and 8:30am to 1pm on a Friday, Term time only (39 working weeks) |
| **Contract** | Permanent |

**Main Purpose of the job**

You will:

* The Cover Supervisor will be expected to supervise whole classes, individuals, or small groups of students during the short-term absence of teachers. They will need to assist students with their work, respond to questions, demonstrate excellent classroom behavior management skills and be able to work both independently and as part of the wider team.
* Assist The Quay School Teachers and other relevant staff in supporting pupils with emotional and behavioral difficulties who are excluded / disaffected from school or who are unable to attend school due to illness or other difficulties.
* Help students achieve learning and behaviour targets as specified in Individual Programmes.
* Liaise closely with parents/carers and other professionals and develop effective partnerships in the interests of the child/young person.

**Duties and Responsibilities**

You will:

* To teach whole classes during the short-term absence of teachers as part of an effective cover strategy.
* To manage behaviour of pupils, in order to ensure a positive, calm and productive learning environment is maintained.
* Provide feedback to teachers about the progress made by the class that has been covered
* Contribute to a wide range of teaching and learning activities.
* Assist and support the work of qualified teachers with individual pupils, small groups and whole classes where the assigned teacher is not present.
* Motivate and support students in a variety of learning situations, as individuals or groups within a variety of settings. For example: in schools, in study groups, in college and leisure/sport centres.
* Supervise students during breaks, lunchtimes and before and after school.
* Help students develop good study, organisational and social skills.
* Build student’s confidence and motivation.
* Support students using IT resources including audio visual equipment and computer equipment.
* Oversee students working on individual programmes and in small groups.
* Support behaviour and attendance programmes.
* Improve relationships with parents/carers by having meetings and consulting with them regularly.
* Mentor students and refer them to specialist services where appropriate.
* Monitor and record the progress of target students.
* Liaise with teaching staff, parents/carers, outside agencies as necessary building meaningful relationships by communicating effectively with your colleagues, The Governing Body, other professionals within the Local Authority and Voluntary agencies.
* Participate in further training/professional development programmes in order to improve your own teaching.
* Maintain an awareness of your role in Behavior Management methods and techniques and their implementation, in line with the Trust’s and The Quay School’s expectations in relation to these. To undertake regular associated training as required.
* Contribute to planning and review meetings.
* Develop effective professional and constructive relationships with colleagues

**Health/Safety/Welfare**

You will:

* Be responsible for your own health, safety and welfare in accordance with the School’s policy and the Health and Safety at Work Act, 1974.
* Be responsible for the Health, safety and welfare of any student being supervised.
* Maintain good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment
* Perform your duties in accordance with School’s Equal Opportunities Policy and Safeguarding Procedures.
* Perform all duties efficiently and with the utmost care and confidentiality.

**Personal and professional conduct**

You will:

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
* Have proper and professional regard for the ethos, policies and practices of the School/Trust, and maintain high standards of attendance and punctuality.
* Understand and act within the Trusts framework setting out their professional duties and responsibilities.
* Be required to safeguard and promote the welfare of students, and follow school policies and the staff code of conduct.

**Other**

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that you will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

The duties of the post will be reviewed annually and after due consultation with the post holder and if she/he wishes, with his/her trade union representative, changes in duties may be made in the light of the requirements of the service.

**Person Specification – Cover Supervisor**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualification and Experience** | * Experience of working with children in one of the following settings:   + School – primary / secondary/ PRU   + Further education   + Social Services setting   + Voluntary agency   + Education Welfare   + Health Service setting.   + Youth Service * English and numeracy at a minimum GCSE grade C | * Qualifications in Education; Youth Work; Social Work; Health, Careers, YOT, parenting * Counselling skills. * First Aid Certificate * Experience of producing curriculum / teaching support materials.   Experience of working with adolescents. |
| **Skills and Knowledge** | * Ability to respond appropriately to anti-social behaviour, i.e. avoid confrontation, stay calm, non-judgemental * Good standard of written English and numeracy * Ability to work with parents / carers in difficult situations * Familiarity and basic competency with ICT   Ability to:-   * Deliver planned lessons to whole classes of students * Provide feedback to staff about progress and behaviour of pupils Communicate effectively both verbally and in writing to children, parents and professionals e.g. writing letters. * Help children to work on specific activities / tasks * Work as part of a team * Work with a variety of professionals and agencies · Use own initiative and operate independently when required. Maintain optimistic and motivational attitude to young people. | * Knowledge of personal, social and educational topics which relate to adolescent concerns. * Basic knowledge of relevant educational guidance e.g. exclusion, disaffection, attendance issues (see DfEE Circular 11/99, Social Inclusion Pupil Support.) * Knowledge of strategies used in dealing with young people with learning and behavioural difficulties. * Experience of the Internet and email. * Experience of using Microsoft Office * Experience of assisting students in the use of ICT. |
| **Personal qualities** | * Share our vision * A commitment to getting the best outcomes for all students and promoting the ethos and values of the school * High expectations for children’s attainment and progress * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * A belief that ALL students have the right to an education * Resilience – tomorrow is a new day with new opportunities |  |
| **Other factors** | * Willingness to work over student lunch hours and in different locations. * Ability to support with adventurous activities/sports which take place offsite * Satisfactory pre employment checks including DBS, references and full career history * Own transport/driving licence |  |

# Notes:

This job description may be amended at any time in consultation with the postholder.