

# INVICTUS

## Education Trust

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Cover Supervisor</b>
-------------------	-------------------------

<b>DEPARTMENT:</b>	<b>Wombourne High School</b>
--------------------	------------------------------

<b>SALARY RANGE:</b>	<b>Grade 5</b>
----------------------	----------------

<b>REPORTING TO:</b>	<b>Assistant Headteacher/SLT</b>
----------------------	----------------------------------

<b>RESPONSIBLE FOR:</b>	<b>N/A</b>
-------------------------	------------

<b>LIAISING WITH:</b>	<b>Headteachers, Senior Leadership Team, Governors, teaching and support staff and the Trust's central team</b>
-----------------------	---

<b>Main purpose:</b>	To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short-term absence of teachers.
----------------------	--

<b>MAIN DUTIES:</b>	
<b>General Duties</b>	<p>Supervise work that has been set in accordance with the school policy</p> <p>Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.</p> <p>Respond to questions from pupils about process and procedures.</p> <p>Assist pupils to undertake set activities as appropriate.</p> <p>Deal with any immediate problems or emergencies according to the schools policies and procedures.</p> <p>Collect completed work after the lesson and return it to the appropriate teacher.</p> <p>Report back as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class and any issues arising.</p> <p>Establish productive working relationships with pupils, acting as a role model and setting high expectations.</p> <p>Promote the inclusion and acceptance of all pupils within the classroom</p>

	<p>Support pupils consistently whilst recognising and responding to their individual needs.</p> <p>Encourage pupils to interact and work co-operatively with others and engage all pupils in activities</p> <p>Promote independence and employ strategies to recognise and reward achievement of self-reliance.</p> <p>Provide feedback to pupils in relation to progress and achievement.</p> <p>Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested.</p> <p>Be aware of and comply with policies and procedure relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.</p> <p>Contribute to the overall ethos/work/aims of the school</p> <p>Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils.</p> <p>Attend and participate in meetings</p> <p>Participate in training and other learning activities as required.</p> <p>Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.</p> <p>Undertake planned supervision of pupils' out of hours learning activities</p> <p>Supervise pupils on visits, trips and out of school activities as required.</p>
<p><b>Staffing and Resources</b></p>	<ul style="list-style-type: none"> <li>• Positively engage in appraisal reviews as directed by line manager</li> <li>• As directed by the Line Manager respond to developments and initiatives at national, regional and local levels</li> <li>• Promote teamwork and effective working practices</li> </ul>
<p><b>Other professional requirements:</b></p>	<ul style="list-style-type: none"> <li>• Communicate with parents/carers and outside agencies where appropriate</li> <li>• Attend professional meetings as required</li> <li>• Actively engage in the Trust's appraisal process</li> <li>• Take part in the Trust's staff development programme</li> <li>• Attend and contribute to meetings</li> <li>• Work as a part of a team and positively contribute to effective working relationships</li> <li>• Take part in Trust events as directed by the CEO</li> </ul>
<p><b>Other Specific Duties</b></p>	
<ul style="list-style-type: none"> <li>• Play a full part in the life of the Trust community, to support its vision, mission and values</li> <li>• Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example</li> <li>• Be courteous to colleagues and be welcoming to visitors</li> <li>• Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate</li> </ul> <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary</p>	
<p><b>Support for the Trust</b></p>	
<ul style="list-style-type: none"> <li>• To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust</li> </ul>	

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

### **Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

## Person Specification

Criteria	Essential	Desirable
Qualifications	<p>Very good numeracy and literacy skills and effective written and oral skills</p> <p>NVQ Level 3 or other appropriate equivalent qualification or experience</p>	
Experience	<p>Demonstrable experience of working with or caring with children of a relevant age.</p> <p>Full working knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.</p> <p>Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.</p> <p>Understanding of the principles of child development and learning processes.</p> <p>Experience of supporting teaching staff in the development and education of pupils, including the provision of specialist skills and knowledge.</p>	
Skills and Knowledge	<p>Ability to use relevant technology e.g., computer/ keyboard/photocopier/video.</p> <p>Demonstrate good numerical and verbal reasoning skills and literacy skills e.g., by qualification or testing with the ability to produce documentation to a high standard.</p> <p>Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning.</p>	
Personal Qualities	<p>A knowledge of Equality &amp; Diversity issues</p> <p>Ability to relate well to children and young people and able to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Committed to the needs of the students, parents and other stakeholders and challenge barriers/blocks to provide an effective service.</p> <p>Able to work constructively as part of a team, understanding school roles and responsibilities and own position within these.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>To comply with the Schools commitment to the protection</p>	

	<p>and safeguarding of children.</p> <p>Good organising, planning and prioritising skills with a methodical approach to work and good attention to detail.</p> <p>To be open and honest, to follow instructions and to take responsibility and accountability for own actions.</p> <p>Demonstrate a 'can do' attitude and is adaptable to change with a positive, decisive and enthusiastic attitude including encouraging others and achieving expectations.</p> <p>To be reliable and have high standards of punctuality and attendance</p> <p>To have a polite, friendly and flexible approach to work</p> <p>To have good communication skills</p>	
Flexibility	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust	

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

Job Title:	Cover Supervisor		
Chief Executive Officer's signature:		Date:	September 2024
Postholder's signature:		Date:	