

Cover Supervisor

Job Description



POST:	Cover Supervisor
START DATE:	ASAP
RESPONSIBLE TO:	Operations Manager
SALARY:	SCP 9 – 13 (FTE £23194 - £24948) Pro Rata £19862 - £21364 + Local Government Pension Scheme
LOCATION:	Oasis Academy Sholing, Southampton
WORKING PATTERN:	Full time, term time only, 37 hours per week
DISCLOSURE LEVEL:	Enhanced

THE APPLICANT WILL:

- Supervise whole classes, individuals, or groups of students in absence of a teacher, maintaining good order and keeping students on task.
- Prepare the learning environment and assist students with the organisation and use of materials and resources.
- Assist students to access the curriculum by helping them with their literacy/ numeracy/ ITC skills and developing their understanding of classroom activities.
- Ensure that the Academy behaviour policy is adhered to, and that rewards and sanctions are given appropriately.
- Record attendance, ensure the lesson begins promptly and that students are dismissed at the appropriate time in accordance with school policy.
- Collect any work completed after the lesson and return to an agreed person/ place.
- Provide objective and accurate feedback to teachers on the conduct of the lesson and the behavior of the students.
- Invigilate examinations as required.
- Provide classroom support or to assist with other activities around the school, including administrative duties, when no cover, supervision or invigilation is required.

SUPPORTING THE ACADEMY

- To support the aims, values and policies of the Academy and participate in a team approach to all aspects of the Academy.
- To attend and contribute to regular staff meetings and in service training, and identify personal development needs.

Job Description

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- To comply with all policies, procedures and working practices relating to safeguarding young people (child protection), health and safety, confidentiality, and data protection.

ADDITIONAL DUTIES

- The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and he/she has appropriate training to carry out these duties.

SAFEGUARDING

- To contribute to the development of student's emotional wellbeing.
- To adhere to the Academy's safeguarding policy.
- To attend relevant training and keep up to date with the National requirements.

Oasis Academy Sholing are committed to safeguarding and promoting the Welfare of young people and expect all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Person Specification



ESSENTIAL

Qualifications

Previous experience of interacting with children (whether as a parent/carer or through employment)

Knowledge

Basic awareness of health and safety issues

Skills

An ability to work independently or as part of a team

Ability to use own initiative

Understanding of key safeguarding issues and procedures

Ability/willingness to care for children's welfare and personal hygiene

Commitments

Commitment to safeguarding and promoting the welfare of children and young people

Willingness to undergo appropriate checks, including enhanced DBS checks.

Willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.

Personal

Personal integrity and sensitivity

Reasonable level of physical fitness/mobility

Reasonable level of verbal communication