

Bristol Cathedral Choir School

Cover Supervisor

Job description

Job title	Cover Supervisor
Location	Bristol Cathedral Choir School, BS1 5TS
Salary	N6 to N13 (£25,989 to £29,064) <i>gross annual equivalent</i> Actual Term Time Salary Scale: £21,520 to £24,066
Role Summary	Supervise classes during the short-term absence of teachers, ensuring students remain on task and follow school policies.
Working pattern	Full time - 37.5hrs per week, Monday to Friday, 8am to 4pm
Responsibilities	<ul style="list-style-type: none"> • Role model the behaviours associated with positivity, team playing, rule following and attention to detail; • Supervise classes during the short-term absence of teachers, delivering pre-prepared lesson plans and learning activities; • Liaise with teaching staff, in particular curriculum team leaders and the SLT member responsible for Teaching Logistics; • Implement school policies when supervising classes, particularly in relation to behaviour, attendance, disciplinary routines, whole school expectations, tutoring, and developing good working relationships with students and classes; • Ensure students remain engaged and on task throughout lessons; • Record student attendance at the start of each less, promptly and accurately; • Provide guidance and support to students where appropriate, responding to questions related to the lesson content;

- Maintain a safe, orderly, and positive learning environment within classrooms and around the school site;
- Report lesson outcomes, student progress and any behavioural concerns to teaching staff;
- Be involved in educational visits if requested;
- Be part of the school's behaviour duty rota, including supporting the behaviour unit (Internal Removals Room) on a timetabled basis and as required;
- Engage fully in our culture of continual professional development and coaching, in which we encourage and challenge each other to be the best we can be;
- Be a professional presence around the school site;
- Show genuine care and respect for our young people and for everyone who makes up the community at BCCS;
- Be mindful of your own wellbeing and that of your colleagues;
- Be a pastoral leader and teacher in any and every school context;
- Follow, support and model the implementation of the school's behaviour policy, including systems, routines and duties;
- Be active in pursuing personal and professional development beyond your immediate role, seeking breadth of knowledge and experience, as well as depth;
- Be responsible for promoting and safeguarding the welfare of all pupils and young people within the school;
- Uphold and promote the ethos and reputation of the School at all times;
- Work effectively with both teaching and support staff, applying strengths and expertise to contribute positively to the overall aims and objectives of the school;

	<ul style="list-style-type: none"> • Undertake any duty or responsibility that the Headteacher and line manager asks relevant to the school's needs as required and are commensurate with the grade; • Maintain confidentiality and work within the requirements of data protection/GDPR at all times; • Work creatively and collaboratively with colleagues across our Trust. <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p>
Reporting to	Associate Assistant Headteacher: Teaching and Logistics
Safeguarding	<p><i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Amplify Education are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i></p>

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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Commitment to safeguarding and promoting the welfare of children, young people and adults;
- Excellent classroom management and behaviour management skills;
- Strong communication and interpersonal skills, with the ability to build positive relationships with students and staff.

You are likely to have:

- An understanding of the secondary school curriculum and classroom environment;
- A positive and enthusiastic approach to working with young people;
- The ability to establish rapport quickly with students and staff.

You may have:

- Personal interests and enthusiasms that you can bring to the school community.

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- A good standard of education to A-Level or equivalent in at least 2 subjects;



- Basic ICT skills, including the ability to use email, Google documents, and school-based systems such as CPOMS, Arbor and ClassCharts.

You are likely to have:

- Knowledge of the secondary school curriculum and classroom practices;
- Understanding of effective behaviour management techniques and student engagement strategies;
- Awareness of the needs of students with Special Educational Needs and Disabilities (SEND).

You may have:

- Further professional qualifications eg MA, PhD, NPQ.

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- Experience supporting teaching and learning activities;
- Experience supervising groups and maintaining positive standards of behaviour;
- Experience working with young people in a structured environment.

You are likely to have:

- Experience working with students of varying abilities and backgrounds.

You may have:

- Experience as a Cover Supervisor, Teaching Assistant, Learning Support Assistant, Tutor, Youth Worker, Sports Coach, or similar role.

Other Requirements:

Essential for this role:

- A willingness to commit to supporting all faith activities in a faith designation school.

You are likely to have:

- A track record of fostering an open, fair and equitable culture.

Amplify Education is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin,



religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.