

FRAMINGHAM EARL HIGH SCHOOL JOB DESCRIPTION

COVER SUPERVISOR

Line Managers job title:	Cover Manager
Salary:	Points 7 - 11 of the Support Staff Scale FTE £24,294 to £25,979 per annum Pro rata £19,231 to £20,937 per annum, including an allowance for holiday pay
Tenure:	Permanent
Contract type:	Term-time plus 1 week
Hours per week:	33 hours, 45 minutes

THE POST

Framingham Earl High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 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 tasks while maintaining good order. Cover Supervisors will respond to general questions and provide general feedback to the teacher. Cover Supervisors will also be asked to cover duties such as form time, break supervision and lunch supervision. As a Cover Supervisor, you will be called when additional cover is required, this may be at 7.30am for an 8.15am start or booked in advance for pre-planned absence.

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 good level of literacy and numeracy;
- 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 Cover Manager. Cover Supervisors supervise lessons during the short-term absence of teachers and may be asked to undertake some administrative tasks in departments. Some specialist knowledge in a particular area of the curriculum would be advantageous for this post, but is not a requirement.

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;
- Complete registers within timeframes specified;
- 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;
- Deliver tutor session and/or supervise during assemblies, after taking an accurate register

- 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;
- Used to cover duties including break, lunch, before and after school.

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

Paid Weeks per year	Term Time plus 1 week
Hours per week	33 hours, 45 minutes
Normal working Pattern	Days & times to be discussed at interview / to fit the needs of the department
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	<p>Until 31st March 2024</p> <p>Annual holiday entitlement for full-time support staff is 36 days (including bank holidays), rising to 40 days after 5 years' service.</p> <p>From 1st April 2024</p> <p>Annual holiday entitlement for full-time support staff will reduce to 34 days (including bank holidays), rising to 38 days after 5 years' service.</p>

	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	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Points 7 - 11 of the Support Staff Scale
- **FTE** £24,294 to £25,979 per annum
- **Pro rata** £19,231 to £20,937 per annum, including an allowance for holiday pay

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 22%, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

MID-YEAR ADJUSTMENTS – 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.