

JOB DESCRIPTION

JOB TITLE	COVER SUPERVISOR
SCHOOL	Caludon Castle School
GRADE	Grade 3
HOURS	Monday – Friday 08.30am – 3.30pm
Job Purpose	
<ul style="list-style-type: none"> • To provide cover supervision in the event of the short-term absence of teaching staff within the school. • To facilitate and encourage learning which helps all students achieve their potential. • To provide in-class support to other learning activities. • To assist with lunchtime supervision and exam invigilation as required. 	
Description of Duties and Responsibilities	
<u>COVER SUPERVISION</u>	
<ol style="list-style-type: none"> 1. Supervise whole class to undertake work/activities that have been set by teachers in accordance with the school policy, including introducing and closing the class. 2. Arrive promptly at the classroom and meet and greet the students. Take the register in accordance with school procedures. 3. Manage the behaviour of students whilst undertaking cover supervision to ensure a constructive environment. 4. Encourage students to interact and work co-operatively with others and engage all students in activities. 5. Respond appropriately about process and procedures relating to the learning activity and to the school's code of conduct. 6. Deal with any immediate problems or emergencies according to the school's policies and procedures. 7. Collect any completed work after the lesson, returning it to the appropriate teacher. 8. Ensure that communication links with the appropriate teacher are established to ensure continuity is maintained. 9. Report back, as appropriate, using the school's agreed procedures on the behaviour of students during the class, and any issues arising. 10. To cover for longer term absence of teachers through agreement as appropriate. 11. When not required to cover for absent teachers, other duties will be carried out by arrangement with the lead graduate learning facilitator/the deputy headteacher and in accordance with the school's timetabled needs as outlined through the staff deployment administrator. 	
<u>IN CLASS SUPPORT</u>	
<p>To assist with various learning activities as directed by a class. Activities will vary according to the subject/age of students but could include working with individual students or small groups, escorting students to the library, assisting with the supervision of school visits.</p>	

EXAM INVIGILATION

Assist as part of a team in invigilating examinations, either internal or external exams.

LUNCHTIME SUPERVISION/TUTOR

Act as part of the lunchtime supervisory team and undertake the role of a tutor on a long term and or cover basis.

GENERAL

1. Carry out the duties of the post with due regard to the Trust's equal opportunities policy, safeguarding, data protection, finance and health and safety, and performance management procedures.
2. To be accountable for promoting and safeguarding the welfare of students responsible for, or who in contact with
3. The postholder will perform any other duties and responsibilities within the scope and the spirit of the job purpose, the title of the post, and its grading.

Person Specification

ATTRIBUTES	JOB REQUIREMENTS	Measurement
KNOWLEDGE	<ul style="list-style-type: none">• Awareness and understanding of the importance of equality of opportunity in an educational environment.• Of different ICT systems/packages relevant to the post, including spreadsheets and databases.• Administration of internal and public examinations	A, I, R A, I, R A, I
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to prioritise own work with minimal supervision.• Ability to liaise with colleagues, parents and students effectively.• ICT literate, including the ability to construct spreadsheets.• Effective problem solving and organisational skills• To effectively liaise with all faculties and outside agencies.• To form effective working relationships with staff at all levels.• To empathise with students and provide a quality service.• Handle several issues at the same time and still remain calm under pressure.• Ability to follow and maintain defined procedures.• Ability to maintain records effectively.• Ability to work under pressure and to tight deadlines.	A, I, R A, I, R A, I A, I, R A, I, R A, I, R A, I, R A, I, R A, I A, I A, I, R A, I, R

	<ul style="list-style-type: none"> • Ability to work on own initiative but take instruction as required. • To handle a variety of tasks and situations in a controlled and systematic manner, according to perceived and defined priorities. • To accept constructive criticism and accept suggestions for improving systems/working practices. • Ability to work as part of a team as required. • Ability to review procedures and introduce new ways of working. • To cover for other colleagues in a calm manner. • ICT competence in a variety of applications. • Accuracy, clarity and pace in administrative work. • Ability to respond quickly and meet deadlines. • Good inter-personal skills. • Good time management skills. 	<p>A, I, R</p> <p>A, I</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I</p> <p>A, I</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>
EXPERIENCE	<ul style="list-style-type: none"> • Of working with children of relevant age • Evidence of continuing education and /professional development. • Of working with professional staff. • Of use of databases, data collection and data analysis. • Of working in a pressurised environment, ideally an educational setting. • Experience of working in an educational environment. • Operation of SIMS system or similar. 	<p>A, I, R</p> <p>A, I</p> <p>A, I, R</p> <p>A, I</p> <p>A, I, R</p> <p>A, I, R</p> <p>A</p>
QUALIFICATIONS	<ul style="list-style-type: none"> • Good Standard of Secondary Education to GCSE/O Level standard. • Good literacy and numeracy skills • Ideally a graduate (via literate/numerate related discipline) 	<p>A, I</p> <p>A, I</p> <p>A</p>
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Willingness to undertake appropriate professional development. • Enthusiasm, self motivation, show initiative. Tactful. 	<p>A, I</p> <p>A, I, R</p>
SAFEGUARDING	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline. 	<p>I</p>

Special Requirements

Safeguarding

Staff are accountable for the way in which they exercise authority, manage risk, use resources, and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm. When an individual accepts a role that involves working with children and young people, they need to understand and acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed to the headteacher by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

Equality and Diversity

The Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they meet, with dignity and respect, and are entitled to expect this in return.

Training

The Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description may be subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

Copies of all relevant policies are available through the post holder's line manager and the Trust HR team