

COLTON HILLS COMMUNITY SCHOOL

JOB DESCRIPTION

Post Title: Cover Supervisor. 37 hours pw /Term Time only

Salary : Grade 4: Local Pay Point 7 – 11

Line Management

Responsible to the Headteacher through the Line Management structure which in the first instance would be the Deputy Headteacher – Teaching & Learning

Job Purpose & Role

The postholder is required under reasonable direction to:

- supervise the lessons of teachers on short-term absence, e.g. when teachers are ill or undertaking professional development.
- supervise students placed in fixed-term inclusion sessions.
- assist the school in the management of student support activities in curricular and extra curricular time.

Duties and Responsibilities.

- To supervise students in the completion of the work set by absent teaching staff and oversee students in inclusion sessions in completion of curriculum-support work.
- To liaise with staff who have a planned absence and ensure that appropriate work is ready for cover lessons.
- To liaise effectively with the Cover Organiser to ensure a smooth delivery of cover supervision.
- To effectively monitor and manage students in their production of cover work and ensure a positive, constructive and safe working environment. To promote good pupil behaviour through being an effective role model, through dealing with conflicts and incidents in line with established policy and through encouraging pupils to be responsible for their own behaviour.
- To ensure the safe return of completed work to appropriate teachers and to check that inclusion support work has been completed by students.
- To deal with any immediate problems or emergencies according to school policies and procedures. To report back to appropriate teachers regarding any student issues relating to completion of work or behaviour.
- To make appropriate use of ICT communication systems such as My i Plan, and the school intranet and network in the management of cover lessons.
- To invigilate external exams when required.
- To support teaching staff in the delivery of lessons as and when required.
- To participate in the school's professional development programme.
- To be involved in and fully support the extra curricular programme for students at the school.

- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To attend and participate in relevant meetings as required.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.
- Assist with the supervision of pupils at break and lunchtimes.

Other

- Be aware of and comply with policies and procedures relation to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To continue personal development as agreed.

The post of cover supervisor incorporates a wide range of experiences, fulfilling opportunities and the chance to make a meaningful contribution to school life. It also gives employees the opportunity to forge important relationships with colleagues and students alike. For this reason, the post is an excellent route into the profession, and can allow experience to be gained which will support a subsequent progression into teaching. It is particularly appropriate for recent graduates who are seeking to eventually move into a career in the education sector.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

September 2020

COVER SUPERVISORS

PERSON SPECIFICATION.

Essential	Desirable.
Qualifications. Recognition of good numeracy, literacy and ICT skills.	Qualifications. Completion of Teacher Assistant Induction Programme. Specific coaching or teaching qualifications.
Qualities. An ability to work with young people and adults in a positive and non-confrontational manner. Ability to follow procedures and guidelines. A sense of humour and perspective. Good time keeping. A willingness to learn. An ability to motivate young people.	Qualities. An ability to self-evaluate learning needs and actively seek relevant learning programmes/strategies.
Experience. Working with or caring for children of a secondary school age.	Experience. Recent experience of working in a secondary school. Recent experience of mentoring or supporting secondary school age children. Any experience of leading and organising group activities. Any relevant teaching experience.
Knowledge and Skills A basic understanding of child development and learning. The ability to work as part of a team. An ability to communicate well.	Knowledge and Skills. A working knowledge of the National Curriculum.
Other Satisfactory completion of DBS check.	