

Cover Supervisor
Grade 5 (SCP 7-11)

Job Description & Person Specification

 **Job Description for Cover Supervisor**

**Grade:** Grade 5 (SCP 7-11)

£24,294- £25,979 per annum FTE (term time only pro-rata)

**Line Manager**: Principal’s PA / Cover Coordinator

**GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

**MAIN PURPOSE OF THE ROLE:**

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short-term absence of teachers.

This role should be undertaken in accordance with national and local guidance in relation to the role. Cover supervision takes place where there is no active teaching and students undertake pre-prepared work/exercises.

**KEY ACCOUNTABILITIES:**

* Supervise work that has been set in accordance with the school policy.
* Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment.
* Respond to questions from students about process and procedures.
* Assist students to undertake set activities as appropriate.
* Deal with any immediate problems or emergencies according to the school’s policies and procedures.
* Collect completed work after the lesson and return it to the appropriate teacher.
* Report back as appropriate using the schools agreed referral procedures on the behaviour of students during the class and any issues arising.
* Establish productive working relationships with students, acting as a role model and setting high expectations.
* Promote the inclusion and acceptance of all students within the classroom.
* Support students consistently whilst recognising and responding to their individual needs.
* Encourage students to interact and work co-operatively with others and engage all students in activities.
* Promote independence and employ strategies to recognise and reward achievement of self-reliance.
* Provide feedback to students in relation to progress and achievement.
* Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection.
* Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection, behaviour, Health and safety, Teaching and learning, the curriculum assessment (including SEND, LAC, EAL etc.)
* Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders.
* Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.

**SPECIFIC RESPONSIBILITIES**

 **DUTY HOURS**

The postholder will be required to work, 5 days per week, term time only, 30 hours per week 8.30am -3.30pm.

**SUPPORT FOR TEACHER/SCHOOL:**

* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.
* Contribute to the overall ethos/work/aims of the school.
* Participate in training, other learning activities and performance development as required.
* Attend and participate in meetings, as required.
* Any other duties commensurate with the duties/responsibilities/grade of the post
* All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working.
* In the event of no classroom cover requirements work is directed to support the administration of the school by the Line Manager.
* Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested.
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils.
* Supervise pupils on visits, trips and out of school activities as required.
* Participate in training, other learning activities and performance development as required.
* Attend and participate in relevant meetings as required.
* Be responsible for keeping and updating records as appropriate and relevant
* Be aware of and comply with policies and procedure relating to child protection, health and safety, security, confidentiality, and data protection, reporting all concerns to an appropriate person.

Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who meets children, and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

It is the postholder’s responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.

**Person Specification for Causal Cover Supervisor**

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|  | **Essential**  | **Desirable** | **Evidenced** |
| **Experience** |  |  |  |
| Experience of supporting teaching staff in the development and education of students, including the provision of specialist skills and knowledge. | ● |  | Application and Interview |
| Demonstrable experience of working with or caring with children of a relevant age. | ● |  | Application |
| Full working knowledge of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities, and child protection. |  | ● | Application |
| Working knowledge of national curriculum and other basic learning programmes/strategies. |  | ● | Application, Interview |
| Understanding of the principles of child development and learning processes. | ● |  | Application, Interview |
| **Qualifications/Training** |  |  |  |
| NVQ Level 3 in Childcare relevant qualification or equivalent school experience. | ● |  | Application  |
| A good general education with maths and English at GCSE 4/C or above, or equivalent | ● |  | Application |
| **Practical Skills** |  |  |  |
| Demonstrate good numerical and verbal reasoning skills and literacy skills e.g. by qualification or testing with the ability to produce documentation to a high standard. | ● |  | Application and Interview |
| Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning. | ● |  | Interview |
| **Personal Qualities and Attributes** |  |  |  |
| A knowledge of equality and diversity issues. | ● |  | Application and Interview |
| Ability to understand and relate well to children and adults. | ● |  | Application, Interview, Reference |
| Able to work constructively as part of a team, understanding school roles and responsibilities and own position within these. | ● |  | Application, Interview Reference |
| **Safeguarding** |  |  |  |
| To comply with the school's commitment to the protection and safeguarding of children. | ● |  | Interview, Reference |
| An understanding of processes in relation to the safeguarding of children in a school setting. | ● |  | Interview, Reference |

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.