



Kelmscott School

"Putting Learning First"

## **KELMSCOTT SCHOOL JOB DESCRIPTION**

|                         |   |
|-------------------------|---|
| <b>Post:</b>            | <b>Cover Supervisor (Level 1)</b>                                     |
| <b>Hours:</b>           | <b>30 per week (45.6 weeks per year)</b>                              |
| <b>Scale:</b>           | <b>NJC Scale 5</b>  |
| <b>Responsible to:</b>  | <b>School Business Leader (via Data &amp; Administration Manager)</b> |
| <b>Responsible for:</b> | <b>NA</b>   |

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### **Job Purpose**

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with school policies and procedures.

### **Duties & Responsibilities**

#### **Support for Students**

1. To support students by responding to their individual needs and promote the inclusion and acceptance of all students in the classroom.
2. To provide feedback to students in relation to progress and achievement.
3. To carry out work of Learning Support Assistant if not required to provide cover for a lesson.
4. To support Form Tutors and Heads of Year.

#### **Support for the Teacher**

1. Under the agreed system of supervision, during the short-term absence of the classroom teacher, to supervise students undertaking work which has been set in accordance with the school policy.
2. To manage student behaviour and deal promptly with conflict and incidents in line with established school policy.
3. To deal with any immediate problems or emergencies, in the absence of the teacher, according to the school's policies and procedures.

4. To monitor and evaluate students' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
5. To use ICT effectively to support learning activities and develop students' competence and independence in its use.
6. To liaise sensitively and effectively with parents/carers as agreed with the teacher.
7. To undertake activities as directed relating to teaching and learning, with the whole class, individuals or groups of students.
8. To assist Form Tutors and Heads of Year in the implementation of school behaviour and attendance policies as directed.

### **Support for the Curriculum**

1. To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
2. To demonstrate creativity in assisting with the practical resourcing of the classroom.

### **Support for the School**

1. To follow the school policy documents and schemes of work and keep updated with school and National curriculum documentation.
2. To support teachers in selecting and preparing teaching resources that meet students' needs and interests.
3. Under teacher's overall control, accept shared responsibility for the creation of a safe environment for students' within and outside the classroom and comply with the appropriate policies and procedures, reporting all concerns to an appropriate person.
4. Under the supervision of the head Teacher or other designated teachers, to invigilate internal and external examinations.
5. To administer, assess and mark tests.
6. To be a member of break and lunch duty teams and, in negotiation with line manager.
7. To attend and participate in regular meetings and participate in training and other learning activities as required.
8. To undertake planned supervision of students' out of school hours learning activities and supervise students on visits and trips.

9. To undertake first aid training and be a named first aider

### **General**

1. The post-holder must carry out his or her duties with full regard to the School's Health and Safety, Equal Opportunities, GDPR and Safeguarding Policies.
2. The post-holder will participate in the school's performance management process and professional development opportunities.
3. The post-holder should have knowledge of and compliance with all school policies and procedures.
4. To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff and students adhere to school expectations.
5. The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.
6. Be responsible for student behaviour and welfare in public places during break, lunch, change of lesson and at the beginning and end of the school day.
7. Participate in professional development opportunities and demonstrate a willingness to develop additional skills and expertise.
8. Keep up to date with current educational developments and legislation affecting your area of expertise.
9. To respect the confidential nature of information relating to the school, students and customers.
10. Treat students, parents and colleagues fairly, equitably and with dignity and respect.

***This job description is subject to regular review and can be amended in line with the pay grade.***

## **Cover Supervisor**

### **Person Specification and Selection Criteria**

#### **1. Education and Training**

- a. GCSE English, Grade C or above or equivalent.
- b. Qualifications or recent training relevant to this post.

#### **2. Experience – A successful record of:**

- a. Working with young people within a school classroom setting, preferably within the secondary age range.
- b. Efficient administration and good organisation

#### **3. Skills – The ability to**

- a. Communicate effectively orally and in writing to a range of audiences.
- b. Build effective relationships with young people, providing support for their learning and setting clear boundaries for them
- c. Build effective relationships with teachers and other school staff.
- d. Participate in discussions in an informed and sensitive manner.
- e. Use ICT for administration purposes and a willingness to use it with students.

#### **4. Knowledge and Understanding of:**

- a. The nature and needs of students in urban areas such as Waltham Forest.
- b. The ways in which this post can support the ethos of the school which is committed to focusing on learning and raising achievement.
- c. Strategies to ensure excellent student behaviour.

#### **5. Personal Qualities**

- a. Excellent attendance and punctuality.
- b. Hard working, flexible and reliable.
- c. Positive and optimistic.
- d. The ability to work under pressure and maintain a sense of humour.
- e. A genuine commitment to and liking for young people, and high expectations for their progress and welfare.
- f. A commitment to the promotion of equality of opportunity and inclusion in all aspects of school life, practical strategies for achieving this, and an understanding of the implications of this post.

## **KELMSCOTT SCHOOL PERSON SPECIFICATION**

### **JOB TITLE: COVER SUPERVISOR**

The post holder will be required to show commitment to the improvement of the school and commitment to the success of the School Support Team in achieving the high standard of service expected by teaching staff, governors, parents and students (customers).

In addition, the post holder will be expected to show a genuine positive attitude to the concept of the team working, excellent interpersonal skills, sound organisational skills and a willingness to be flexible in their daily work.

|  | <b>Essential/Desirable<br/>Criteria will be<br/>identified at*</b> |          |          |
|--|--|----------|----------|
| <b>Education and Training</b>  | <b>AF</b>  | <b>I</b> | <b>A</b> |
| Good general education GCSE level standard or equivalent   | E  |          |          |
| <b>Experience</b>  |  |          |          |
| Experience of recently working in an educational environment   | E  | E        |          |
| Experience and knowledge of using current ILT technologies   | E  | E        |          |
| Experience of working in a similar role  | D  | D        |          |
| <b>Special Abilities/Aptitudes</b>   |  |          |          |
| Ability to prioritise tasks and manage workload  | E  | E        |          |
| Ability to work and contribute as a member of a team   | E  | E        |          |
| Ability to communicate effectively with a wide range of people   | E  | E        |          |
| Ability to value and respect the views and needs of children and young people.   | E  | E        |          |
| Prepared to undertake further training as necessary  | E  | E        |          |
| <b>Other Requirements</b>  |  |          |          |
| Flexible approach to working hours, duties and arrangements  | E  | E        |          |
| A Commitment to working with both colleagues and learners in a diverse, challenging, and multi-cultural learning environment | E  | E        |          |
| Ability to carry out and promote departmental procedures   | E  | E        |          |

**\* AF = Application Forms    I = Interview    A = Assessment**