

## Job Description

***Mission statement: "Let There Be Light Through Faith & Work"***

<b>JOB TITLE:</b>	<b>Cover Supervisor</b>
<b>POSTHOLDER:</b>	
<b>SALARY/GRADE:</b>	Full time salary range - Pass Level 4 Scale points 6-8 - £23,893 - £24,702 Actual salary range (based on 32 hours per week, term time plus 5 days) - £19,188 - £19,838
<b>WORKING TIME/TERMS:</b>	32 hours per week - Term-time plus 5 days. Holiday entitlement in line with Governors and Local Authority annual leave policy. Leave to be taken outside term time unless with the prior agreement of the Headteacher.
<b>PRIMARY PURPOSE OF THE JOB:</b>	To support the learning of pupils and the raising of standards through supervision of pupils and covering for teacher absence.
<b>DIRECTLY RESPONSIBLE TO:</b>	Deputy Headteacher
<b>LIAISING WITH:</b>	Cover Manager, subject teachers, the SENCO/Inclusion Co-ordinator, other LSOs, outside agencies and parents.
<b>GENERAL RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• To support and promote the Campus Jewish ethos and mission statement.</li> <li>• To ensure a duty of care at all times to safeguard and promote the welfare of all students.</li> <li>• To work within the Campus Health and Safety policy to ensure a safe working environment for all students, staff and visitors.</li> <li>• To work within the Campus Equal Opportunities policies to promote equality of opportunities for all students and staff.</li> <li>• To maintain high professional standards of attendance, punctuality, appearance, conduct and courteous, positive relations with students, parents, colleagues and visitors.</li> <li>• To actively support and promote positive professional and curriculum links across the campus.</li> <li>• To assist with campus activities involving pupils where appropriate and according to individual skills</li> <li>• To actively engage with the performance management process and continue with personal and professional development.</li> <li>• To adhere to Campus policies and procedures as set out in the staff handbook and other documentation available.</li> </ul>
<b>MAIN AREAS OF RESPONSIBILITY</b>	
<b>SUPPORT FOR LEARNERS</b>	<ul style="list-style-type: none"> <li>▪ Provide supervision of classes for absent teachers. To provide cover for up to 2 lessons at a time</li> <li>▪ Assist group tutors at registration</li> <li>▪ Take register at start of class</li> <li>▪ Collect, distribute and explain to students, as instructed, the class work and return completed work to designated place</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ensure a punctual and orderly beginning and ending to classes and to maintain an orderly working atmosphere in the classroom</li> <li>▪ Liaise with Heads of Department or other teaching staff about the work set for the lesson, without leaving students unsupervised at any time</li> <li>▪ Assist, when required, with lunchtime/breaktime supervision</li> <li>▪ Carry out general teaching assistant duties and curriculum support when not engaged in supervising classes</li> <li>▪ Co-operate with all other departments in the provision of an effective and efficient support service to the school</li> <li>▪ Attend to the personal and social needs of students</li> <li>▪ Ensure students' safety at all times, in and out of the classroom</li> <li>▪ Enable students to be included in all aspects of school life</li> <li>▪ Support programmes for individual pupils or groups of pupils</li> </ul>
<b>SUPPORT FOR THE TEACHER</b>	<ul style="list-style-type: none"> <li>▪ Keep classroom resources in good order</li> <li>▪ Assist in preparation of resources before lessons and tidying afterwards</li> <li>▪ Assist in the presentation of work and display areas</li> <li>▪ Attend morning briefings, planning meetings and extra-curricular meetings</li> <li>▪ Provide clerical / admin support e.g. Photocopying, typing, filing, collecting money etc.</li> </ul>
<b>SUPPORT FOR THE SCHOOL</b>	<ul style="list-style-type: none"> <li>▪ Support the educational aims and objectives of the school.</li> <li>▪ Be available for invigilation duties as and when required by the school.</li> <li>▪ To accompany school visits.</li> <li>▪ Support and maintain school resources and systems</li> <li>▪ Support establishment and maintenance of positive relations with parents/carers, support agencies and students.</li> <li>▪ Be aware of, and adhere to, the school's policies and procedures.</li> <li>▪ To administer basic first aid and medication in accordance with school policy and after attending appropriate training.</li> </ul>
<b>CONFIDENTIALITY:</b>	<ul style="list-style-type: none"> <li>• In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to all staff and pupils. They may also have access to information relating to the campus. All such information from any source is to be regarded as strictly confidential</li> <li>• Information relating to staff and pupils or the business of the campus may only be divulged to authorised persons in accordance with the campus policies and procedures relating to confidentiality and the protection of personal and sensitive data.</li> </ul>
<b>Health &amp; Safety:</b>	<p>The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Campus Health &amp; Safety Policy, to include:</p> <ul style="list-style-type: none"> <li>• Using safe working practice guidelines within the workplace</li> <li>• Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks</li> <li>• Making effective use of training to update knowledge and skills</li> <li>• Maintaining work areas in a tidy and safe way and free from hazards</li> <li>• Reporting potential risks identified.</li> </ul>

<b>Personal/Professional Development:</b>	<p>The post-holder will participate in any training programme implemented by the campus as part of this employment, such training to include:</p> <ul style="list-style-type: none"> <li>• Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development</li> <li>• Taking responsibility for own development, learning and performance and demonstrating skills and activities to others that are undertaking similar work.</li> <li>• To seek support and guidance for training and development needs from the Headteacher/Business Manager/Leadership Member responsible for Staff Development</li> <li>• Line management of identified staff and undertake their Performance Management Reviews</li> </ul>
<b>Quality:</b>	<p>The post-holder will strive to maintain quality within the Campus and will:</p> <ul style="list-style-type: none"> <li>• Alert other staff members to issues of quality and risk</li> <li>• Assess own performance and take accountability for own actions, either directly or under supervision</li> <li>• Contribute to the effectiveness of the Campus by reflecting on own and campus activities and making suggestions on ways to improve and enhance the campus performance</li> <li>• Effectively manage own time, workload and resources.</li> </ul>
<p><b>Other Specific Duties:</b></p> <ol style="list-style-type: none"> <li>1. To ensure a duty of care at all times to safeguard and promote the welfare of all pupils.</li> <li>2. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>3. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description.</li> <li>4. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</li> <li>5. 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.</li> </ol>	
<b>Conditions of Employment</b>	<p>The post holder is required:</p> <ul style="list-style-type: none"> <li>• To support and encourage the Campus ethos and its objectives, policies and procedures, as agreed by the Governing body.</li> <li>• To uphold the campus policy in respect of safeguarding and child protection matters.</li> <li>• The post holder shall be subject to the National Agreement on Pay and Conditions of Service supplemented by local conditions as appropriate and all relevant statutory and institutional requirements.</li> <li>• This post is subject to Enhanced CRB Disclosure</li> </ul>
<p>This job description is current at the date shown, however, in consultation with you, this may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary/grade and job title. The job description will also be reviewed annually.</p>	