**King Edward VI Handsworth Grammar School for Boys**

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| JOB DESCRIPTION | | | | | |
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| **Job Title:** | | Cover Supervisor | | **Division:** | Administration |
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| **1.0** | **JOB PURPOSE:** | | | | |
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|  | **1.1** | 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 pupil behaviours and assisting pupils in relevant activities in line with the schools policies and procedures | | | |
| **2.0** | **DUTIES AND RESPONSIBILITIES:** | | | | |
|  | **2.1** | Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy. | | | |
|  | **2.2** | Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment | | | |
|  | **2.3** | Respond to any questions from pupils about process and procedures but excluding lesson content | | | |
|  | **2.4** | Deal with any immediate problems or emergencies according to the school’s policies and procedures | | | |
|  | **2.5** | Collect any completed work after the lesson and return it to the appropriate teacher | | | |
|  | **2.6** | Report back to the teacher as appropriate using the school’s agreed referral procedures on the behaviour of pupils during the class, and any issues arising | | | |
|  | **2.7**  **2.8** | Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required  Assisting the School Resources Manager with the production and display of materials | | | |
|  | **2.9** | Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser | | | |
|  | **2.10** | Contribute to the overall ethos/work/aims of the school | | | |
|  | **2.11** | Recognise own strengths and areas of expertise and use these to advise and support others | | | |
|  | **2.12** | Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate | | | |
|  | **2.13** | As required and under the guidance of teaching/senior staff, undertake a range of other activities to support pupils leaning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of IEP’s, implementing agreed learning strategies, etc. | | | |
|  | **2.14** | Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with. | | | |
|  | **2.15** | To ensure all tasks are carried out with due regard to Health and Safety | | | |
|  | **2.16** | To undertake appropriate professional development including adhering to the principle of performance management. | | | |
|  | **2.17** | To adhere to the ethos of the school | | | |
|  |  | **2.17.1** | To promote the agreed vision and aims of the school | | |
|  |  | **2.17.2** | To set an example of personal integrity and professionalism | | |
|  |  | **2.17.3** | Attendance at appropriate staff meetings and parents evenings | | |
|  | **2.18** | Any other duties as commensurate within the grade in order to ensure the smooth running of the school | | | |

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|  | PERSON SPECIFICATION | | | |
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**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

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| **CRITERIA** | ESSENTIAL | **M.O.A.** |
| **EXPERIENCE**  (Relevant work and other experience) | Experience of working in a school  Experience of supporting children in a classroom environment  Experience of administrative functions  Knowledge of current educational issues | AF/I  AF/I  AF/I  AF/I |
| **SKILLS AND ABILITIES**  (Eg Written communication skills, dealing with the public) | Ability to manage the behaviour of students and promote and maintain a calm working environment  Ability to relate well to students  Good ICT skills  Excellent interpersonal skills  Good organisational skills  Ability to identify work priorities and manage own workload  Ability to interpret varying situations and adapt accordingly  Ability to establish positive relationships  Ability to cope with conflicting demands and interruptions  Ability to meet the physical demands of the post | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **TRAINING** | Interest in own personal development and willingness to undertake further training | AF/I |
| **EDUCATION/**  **QUALIFICATIONS**  NB Full regard must be paid to overseas qualifications | GCSE’s in English, Mathematics and Science at grade A\*-C or equivalent  Teaching Assistant qualifications  ECDL or equivalent | AF/I  AF/I  AF/I |
| **OTHER** | Must be willing to work in a developing and pressured environment in order to meet the needs of the school  Able and confident to work on own initiative whilst being part of a team | AF/I  AF/I |
| **CONTRA INDICATION** | Criminal convictions involving offences against children  Unsatisfactory DBS check  Ineligibility to work in the UK  Inability to work under pressure | AF/I  AF/I  AF/I  AF/I |