**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 requiredAssisting 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 schoolExperience of supporting children in a classroom environmentExperience of administrative functionsKnowledge of current educational issues | AF/IAF/IAF/IAF/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 environmentAbility to relate well to studentsGood ICT skillsExcellent interpersonal skills Good organisational skillsAbility to identify work priorities and manage own workloadAbility to interpret varying situations and adapt accordinglyAbility to establish positive relationshipsAbility to cope with conflicting demands and interruptionsAbility to meet the physical demands of the post  | AF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/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 equivalentTeaching Assistant qualificationsECDL or equivalent | AF/IAF/IAF/I |
| **OTHER** | Must be willing to work in a developing and pressured environment in order to meet the needs of the schoolAble and confident to work on own initiative whilst being part of a team | AF/IAF/I |
| **CONTRA INDICATION** | Criminal convictions involving offences against childrenUnsatisfactory DBS checkIneligibility to work in the UKInability to work under pressure | AF/IAF/IAF/IAF/I |