# LogoWhittington Green School

# Post: Cover Supervisor Manager

**Post Title:** Cover Supervisor Manager

**Grade:** Grade7

**Responsible for:** To cover short-term absences of a teacher. On occasion, and by mutual agreement, a cover supervisor may be asked to cover classes for an extended period. You will be expected to manage student behaviour and keep students focused and on task.  You should be flexible, have a desire to work with young people and have a calm and authoritative manner.

**Working Time:** 32 hours per week, 8.25am – 3.15pm, term-time only

The person appointed to this post will be expected to provide support in the following ways:

**Principal Responsibilities:**

* Supervise work that has been set in accordance with school policy.
* Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
* Assist students with their work when appropriate.
* Respond to any questions from students about process and procedure.
* Deal with any immediate problems or emergencies according to the school’s policies and procedures.
* Collect any completed work after the lesson and return it to the appropriate teacher.
* Report back as appropriate using the school’s agreed referral procedures on the behaviour of the pupils during the lesson, and any issues arising.
* Liaise with parents on a day to day basis re concerns in a lesson.
* Mentor students when appropriate.
* Have a specific whole school role.
* When not needed for cover, provide additional support to teachers in classrooms or carry out administrative tasks.
* Participate in training as appropriate

**Supporting the teacher (and other professionals as appropriate) by:**

* + assisting in the development of suitable programmes of support and teaching resources for children, including those with identified special educational needs
  + supporting teaching and learning by working with identified children and focus groups
  + supporting staff in the planning of differentiated activities for the classroom. This will be for all focus groups, including our most vulnerable and our gifted and talented
  + contributing to the assessment of children’s learning and the maintenance of records
  + contributing to reviews (both statutory and non-statutory) of the children’s progress
  + participating in the evaluation of the support programmes
  + providing regular feedback about the children to the class teacher
  + keeping appropriate records as required e.g. behaviour logs, group registers, progress data etc
  + supporting special class events and visits
  + support the development and maintenance of the learning environment and the presentation of children’s work
  + carrying out a range of other administrative and clerical tasks for teachers e.g. photocopying, inputting assessment data etc.

**Supporting the school achieve its aims by:**

* + being aware of and following relevant school procedures and policies
  + promoting positive links between home and school and the wider community
  + respecting the sensitivity and confidentiality of information about the children and the school in general
  + being aware of daily and forthcoming events
  + being a positive role model for the children and parents
  + maintain positive professional relationships with all colleagues
  + actively promoting the ethos and vision of the school
  + supporting school events
  + supporting school trips and visits
  + attending relevant in-service training
  + undertaking lunchtime supervision as required
  + undertaking other duties as required
  + take appropriate action to support child protection and the safeguarding of children
* complying with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* contributing to the overall ethos/work/aims of the school. .
* recognising own strengths and areas of specialist expertise and use these to lead, advise and support others.
* delivering out of school learning activities within guidelines established by the school.
* contributing to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

**Whole School Responsibility**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
* To promote actively the school’s corporate policies and to comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

# Whittington Green School

# Person Specification:

# Cover Supervisor Manger

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|  | **Essential** | **Desirable** |
| **Education/Qualifications** | | |
| HLTA status |  | √ |
| English, Maths and ICT skills at GCSE A\*-C / 9-5 or equivalent | √ |  |
| A Level Maths/English |  | √ |
| Relevant training or development in Numeracy programmes or approaches | √ |  |
| **Experience** | | |
| Recent experience working with young people in an educational, or other relevant setting. | √ |  |
| **Skills and Knowledge** | | |
| Excellent oral and written communication skills | √ |  |
| Excellent Maths skills and knowledge | √ |  |
| Good ICT skills: in particular, able to work with spreadsheets and the Office suite of programs | √ |  |
| Able to reshape tasks, enabling students to learn using different approaches | √ |  |
| Able to run appropriate small group interventions | √ |  |
| Willing to develop the capability to deliver numeracy programmes of intervention | √ |  |
| Good listening skills | √ |  |
| Ability to relate well to young people and adults | √ |  |
| Effective and efficient organisation and administrative skills | √ |  |
| Effective time management | √ |  |
| **Personal Qualities** | | |
| Committed to continual personal and professional development | √ |  |
| A commitment to maximising the academic, personal, social and emotional development of all students | √ |  |
| Willing to work within organisational procedures, processes and to meet required standards for the role | √ |  |
| Be resilient and demonstrate ability to work well under pressure. | √ |  |
| Able to adopt a flexible working practice. | √ |  |
| **Equal Opportunities** | | |
| Commitment to the school’s Equality and Safeguarding policies | √ |  |