

NORTH BROMSGROVE HIGH SCHOOL JOB DESCRIPTION

Job Title: Cover Supervisor

Accountable to: SLT Line Manager for Cover

Main purpose of the role:

We are looking to appoint an enthusiastic and committed Cover Supervisor to actively support, motivate students and deliver lesson content during the short-term absence of teaching staff. The role will involve delivering lessons which are aligned to schemes of learning, supporting the progress of all learners within the lesson (e.g. SEND/PP) and liaising with relevant staff to ensure the necessary lesson materials are available. As a key member of staff you will be intrinsic to our school and may also be used to help invigilate examinations, break/lunch time duties and administrative support as and when required.

The successful candidate will have strong interpersonal skills and will be able to readily engage and support young people across Key stage 3-5. They will be a strong team player with a solution focused approach whilst demonstrating initiative and the ability to work alone. This is an ideal opportunity for someone who is considering a career in teaching or for someone qualified but seeking to further school experience.

Main Responsibilities:

- To undertake all duties in line with school policies and procedures.
- To set high expectations of conduct and work, and to act as a positive role model.
- Communicate, distribute and supervise work that has been set by the teacher.
- Management of the behaviour of students whilst they are undertaking work, to ensure a constructive learning environment.
- To support the achievement of learning outcomes set by the teacher.
- To promote the inclusion of all students within the classroom.
- To actively engage students in the pre-set work and/or activities, keeping students on task and answering any queries appropriately.
- To build and maintain supportive relationships with students, ensuring consistency, respect and due consideration.
- To take class registers
- To collect any completed work and return it to the appropriate teacher.
- To deal with immediate problems and emergencies in accordance with the school's policies and procedures.
- Report back to relevant staff as appropriate, on the behaviour of students during the class and any issues arising.
- 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.
- To participate in staff development and training activities; e.g. teaching and learning, SEND and behaviour, and consistently apply school policies and procedures.
- To provide administrative support to teaching staff/departments e.g. word processing, data entry, phoning parents, writing letters, putting up displays etc.
- To assist in school administrative work e.g. proof reading students reports
- To assist as part of a team, in invigilating either internal or external examinations.
- On a rota basis, to supervise students within the school during breaks, lunchtimes and at the end of the school day.
- To supervise students participating in lunchtime or afterschool activities including school detentions.

- To cover tutor time as and when required.

General Responsibilities:

- Be aware of, understand and comply with policies and procedures related to safeguarding and child protection, equal opportunities, health and safety, confidentiality and data protection.
- Participate in training, the appraisal process, meetings and other learning/development activities as required.
- To adhere to the ethos of the school and promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- To undertake any reasonable task required by the Headteacher.
- Such other duties as may be commensurate with grade of the posting to ensure the smooth running of the school.

PERSON SPECIFICATION

Training Qualifications And Experience	
Essential	Desirable
<p>English/Literacy and Mathematics/Numeracy to at least Level 2 of National Qualification framework.</p> <p>Awareness of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements.</p> <p>Understanding of aims, content, teaching strategies and intended outcomes in lessons.</p> <p>Working and supporting learners in an educational environment.</p> <p>Knowledge of the key factors affecting the way young people learn.</p> <p>Knowledge of a range of strategies to establish purposeful learning and promote good behaviour.</p>	<p>Experience of effective delivery of specific areas of the curriculum to individuals and in small groups.</p> <p>Successful teaching in the secondary phase.</p>
Professional Knowledge And Understanding	
Essential	Desirable
<p>Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</p> <p>Understanding of relevant policies, work independently, motivate and inspire with a creative approach to problem solving.</p> <p>Excellent communication skills, both verbal and written.</p> <p>Ability to work calmly under pressure and have the ability to adapt quickly.</p>	<p>Experience of working in a school environment.</p> <p>Basic knowledge of first aid.</p> <p>Experience of supporting learners with specific needs.</p>

<p>Commitment to regular and on-going professional development and training to establish outstanding classroom practice.</p>	
Abilities And Skills	
Essential	Desirable
<p>Emotional resilience in working with challenging behaviours and attitudes.</p> <p>Understanding barriers of learning and a commitment to enabling young people to access education.</p> <p>Ability to work within and apply all school policies e.g. behaviour management, safeguarding, health and safety, equal opportunities.</p>	<p>Use of ICT to advance both own and students learning.</p> <p>Use of ICT to advance both own and students learning.</p> <p>Willingness to work flexibly if required.</p> <p>Evidence of using own initiative to identify and plan appropriate interventions</p>
Personal Qualities	
Essential	Desirable
<p>Ability to form and maintain appropriate relationships and personal boundaries.</p> <p>Motivation to work with children.</p> <p>commitment to improving student outcomes</p> <p>A commitment to improving student outcomes</p> <p>A Willingness to participate in further training and developmental opportunities offered by the school and external providers, to further own knowledge</p> <p>Self- motivated and seizes the initiative</p> <p>Clear vision and moral purpose</p> <p>A commitment to own professional development and that of the whole staff</p> <p>A positive and resilient individual with drive, integrity, and a cheerful disposition</p> <p>Ambitious and diligent professional who can motivate and inspire others</p> <p>Approachable, able to listen and reflect on the needs of the stakeholders</p> <p>Ability to actively 'live out' our school CARE values and ethos</p>	<p>High expectations for students and a proven track record of making a difference to the learning and experiences of students inside and outside the classroom.</p>

Commitment to safeguarding and promoting the welfare of children and young people

The post holder will require an enhanced DB