PATCHAM HIGH SCHOOL
One Team, One Dream

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title: Cover Supervisor

Reports To: Senior Teaching Staff

Department: Children, Families & Schools

Section: Schools

Purpose of the job

To supervise a group of pupils during the short term absence of a teacher to ensure that pupils carry out a pre-prepared lesson, maintain good order and to keep pupils on task, responding to questions and generally assisting pupils to undertake set activities.

Principal Accountabilities

1. Maintain and manage the safety of pupils by following school protocols and guidance

2. Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.

3. Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.

4. Respond to any questions from pupils about process and procedures but excluding lesson content.

5. Deal with any immediate problems or emergencies according to the school's policies and procedures.

6. Collect any completed work after the lesson and return it to the appropriate teacher.

7. 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.

8. Provide general clerical / administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc, as required.

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.

10. Contribute to the overall ethos / work / aims of the school.

11. Attend and participate in regular meetings as required.

12. Participate in meetings, training and other learning activities as required.

13. Recognise own strengths and areas of expertise and use these to advise and support others.

14. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

15. As required and under the guidance of teaching / senior staff, undertake a range of other activities to support pupils learning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of IEPs, implementing agreed learning strategies, etc.

General Accountabilities

- To be prepared to implement the Council's Equalities Policy at all levels appropriate to the job and must at all times carry out his/her duties with due regard to the Council's Equalities Policy.

- To be responsible for the implementation of, and compliance with, the provisions of legislation relating to health and safety, of such employees and areas of the workplace as fall under direct control of the postholder and for complying with legislation relating to works and contracts as are within the direct responsibility of the postholder.

- To undertake such other duties appropriate to the grade and character of the work as may be reasonably required.

- Understand that keeping children safe is paramount in our school and that all employees must take responsibility for ensuring that any safeguarding concerns are quickly reported to the appropriate person.

- Undertake all safeguarding training required by the school.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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PERSON SPECIFICATION

Job Title: Cover Supervisor

Department: Children, Families & Schools

Section: Schools

Criteria	**Essential Criteria**
Job Related Education, Qualifications & Knowledge	Evidence of having undertaken:- • TA induction training – specifically on: 'Strategies and approaches for positive behaviour management'; Effective Practice in Action'. • Support staff introductory training – specifically modules on: 'Behaviour Management'; 'Inclusion, SEN & Disabilities' and 'Risk & Reflection'. *The above are considered to be the minimum requirements in line with Remodelling guidelines* • NVQ Level 3 ***** for Teaching Assistants or equivalent qualification or experience ***** Modules considered particularly relevant: National Occupational Standards: 3-1 'Contribute to the management of pupil behaviour'; 3-10 'Support the maintenance of pupil safety'; and 3-5 'Assist in preparing the learning environment'. • Familiar with the full range of school policies and procedures, particularly those regarding health, safety and security, equal opportunities issues, child protection, confidentiality, data protection and special educational needs (SEN) • Understands the range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs • Understands classroom roles and responsibilities and own position within those roles
Experience	• Minimum of 1 year experience of working in a school and / or with young people. This may include experience of, for example, working in youth groups or social care organisations or supervising/managing staff in commerce or industry.

Skills & Abilities

- Ability to safely manage classroom activities, the physical learning space and resources for which they are responsible
- Demonstrates a firm but friendly approach – able to command the classroom
- Demonstrates positive, confident and sensitive management of pupils (including those who display challenging behaviour)
- Displays good written and oral communication skills
- Relates well to children and adults
- Good observational skills with the ability to feedback information clearly and concisely
- Patience and resilience
- Good numeracy / literacy skills
- Can use ICT effectively to support learning

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Organisation Chart (n/a)

Hardest Part of the Job

Being adaptable and responsive to the needs of the school and the needs of pupils on a session by session basis whilst endeavouring to ensure they complete the learning tasks set.

Dimensions (n/a)

Scope for Impact

Cover supervision occurs when there is no active teaching taking place. Pupils would continue their learning by carrying out a pre-prepared exercise under supervision. Cover supervision can become a fundamental part of an effective cover strategy, increasing the options available to Head Teachers and allowing them to deal with teacher absence in a way which is compatible with the standards agenda and the efficient use of resources. In addition, permanently appointed staff providing cover supervision will be known to pupils, will be familiar with the school's policies and procedures, and can provide continuity when the class' usual teacher returns.

Cover supervision should only be used for short-term absences. These may be known in advance, (e.g. where a teacher has a medical appointment or is undergoing professional

development) or could be unexpected (e.g. absence due to illness). Longer term absence, e.g. due to long-term sick or maternity leave should be covered by a teacher.

Job Context

The term 'cover' refers to any occasion where the teacher normally responsible for teaching a particular class in absent from the classroom during the time they have been timetabled to teach. Cover Supervisors can reduce significantly the amount of cover for absent colleagues which teachers at a school are required to carry out as this is not an effective use of their time. From September 2004 there will be an initial contractual limit of 38 hours per year. The National Agreement on School Workforce Reform makes it clear that the objective in the longer term is for teachers at a school to rarely cover at all. To achieve this objective, schools will need to find new ways of managing cover.

The class teacher will talk through lesson plans with jobholders to ensure they are well prepared to cover lessons.

Jobholders have to be sensitive to the impact of their own words and behaviour on pupils and be aware of child protection issues and policies on the use of restraint.

We confirm that the job description, person specification and additional information provided above conveys a full and accurate description of the job at this time.