

## THE BICESTER SCHOOL

### Cover Supervisor

**Term Time Only 31.5 hrs per week** (as per the school day)

**Responsible to:** Assistant Headteacher

#### **Purposes of the Job:**

- To support high quality learning in the absence of scheduled teachers
- To enable every child to access learning in a mainstream setting
- To provide flexible, high quality support to the full range of students
- To provide all students with a safe environment in which to learn

**Duties and responsibilities:** to ensure that every student can access learning within the School curriculum

#### *Support for students:*

- To support students to overcome barriers to learning so they are able to work independently in the company of other students and across the curriculum
- Supporting the achievement of School targets for all students
- To work in a range of settings to support students accessing learning within the school day, and beyond
- To advise colleagues of students specific needs and / or concerns
- To contribute to any referral for additional support for a student
- To monitor the completion and quality of learning during cover lessons
- To communicate to students any changes of lesson location due to cover
- To promote positive attitudes and high standards of behaviour, dealing promptly with incidents using the school's agreed Behaviour Policy.
- Reporting any behavioural issues or other issues in line with the school's policy and procedure
- Using agreed procedures to recognise and reward achievement

#### *Support for the teachers:*

- To follow all set work in the classroom from the Teachers Lesson Plans.
- To develop a mutually supportive relationship with the teaching staff to help students to gain access to the curriculum in classrooms.
- To provide feedback to teachers on the quality of student responses to learning resources and tasks
- To ensure support in lessons impacts on learning at all times
- To assist students to become better learners
- Being involved in the regular monitoring and identification processes in accordance with the School's monitoring systems

#### *Support for the curriculum:*

- To support the delivery of the National Curriculum and enhanced Curriculum offered by the School.
- To provide short-term cover supervision for whole classes as needed.
- In exceptional circumstances, to provide medium to long-term cover should it be required at any time.
- To adapt plans in response to changes in need during the School day

- To maintain accurate registers of students and groups covered.
- To cover registration time on a medium to long-term basis, which would involve a consistent start to the school day for the students, along with providing pastoral care at all times, and keeping the attendance records for the students in the tutor group.

*Support for the school:*

- To work as part of a flexible and supportive team to further the ethos of the School
- To undertake the relevant training to enhance personal development and use the knowledge to benefit the School and its students
- To undertake any tasks the Assistant Head Teacher would deem as reasonable e.g. general administrative duties such as filing and photocopying
- To have due regard for issues of Health and Safety relating to staff, students and visitors.

### **Training and Staff Development**

- To attend relevant INSET/CPD and meeting when applicable.

### **Safeguarding**

- To have responsibility for Safeguarding and promoting the welfare of children.
- To ensure that all school child protection policies are adhered to and concerns are raised in accordance with these policies
- To attend Safeguarding training sessions

### **Other Duties:**

- Attend and be a part of the School's Support Staff Annual Review cycle
- To work alongside teachers in a supporting TA role when not being used for cover

Name:

Signature:

Date:

*Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.*

*The Bicester School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment*

### **Notes:**

Whilst every effort has 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 a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Cover Supervisor TBS 2018

## PERSON SPECIFICATION - Cover Supervisor

Attributes	Essential Requirements	Desirable Requirements
<b>Experience &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Good basic education to GCSE Level (A,D,I)</li> <li>• GCSE Maths and English (A,D,I)</li> <li>• Work with children or young people (A, I)</li> <li>• Experience of working as part of a team (A)</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further personal and professional development (A)</li> <li>• Experience of working in a Secondary School (A)</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the Secondary School curriculum (A,D,I)</li> <li>• ICT skills – Microsoft Office and the Internet (A,D,I)</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good organisational skills (A,I)</li> <li>• Effective interpersonal skills (A,I)</li> <li>• Willingness to utilise the possibilities of ICT in the development of the post (A,I)</li> <li>• Ability to lead learning in classrooms and in other environments (A,I)</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to use own initiative (A,I)</li> <li>• Ability to work independently and to play a role within the team (A,I)</li> <li>• Ability to prioritise work and meet challenging deadlines (A,I)</li> <li>• Ability to work well under pressure, remaining calm (A, I)</li> <li>• Ability to form positive, professional relationships with colleagues and young people (A,I)</li> <li>• Open to change (I)</li> <li>• Ability to use discretion and have an understanding of the importance of confidentiality and child protection issues (A,I)</li> <li>• Ability to employ tact and diplomacy when dealing with sensitive situations (A,I)</li> <li>• Ability to analyse and review objectively (A)</li> <li>• Commitment, enthusiasm and energy (A,I)</li> <li>• Commitment to own personal and professional development (A,I)</li> <li>• Smart appearance in line with the school's dress code (I)</li> </ul>	

Key:

A = Application Form

D = Documentary

I = Interview

Name:

Signature:

Date: