

Job description

Frances Bardsley Academy for Girls and The Bridge are part of the LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE family who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Cover Supervisor
Grade	SCALE 4.7 – 4.10
Contract	Permanent
Hours	Full Time / Part Time
Reports to	Headteacher
Job Purpose	
	• The Cover Supervisor will be deployed as necessary under the direction of the Cover Co-ordinator and may include some administrative activities. • The position will include all of the following tasks and is subject to change as necessary to complete this role
Duties & Responsibilities	
	• Arrive promptly and prepared to cover each lesson. • Ensure the classroom seating plan is used where relevant/ensure prompt registration of students. • Supervise pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved. • Promote equal opportunities within the classroom. • Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained. • Follow the school behaviour policy. • Keep accurate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on the conduct of the lessons. • Support the use of ICT and other equipment and materials to enable pupils to achieve the learning objectives set by the teacher. • If covering Tutor period, take the register and undertake the tutor programme. This could include checking the student individual diaries and uniform, addressing behaviour or attendance issues, assembly, subject material that is part of the weekly tutor programme.. • Be aware and comply with policies and procedures relating to child protection, equal opportunities, health & safety, security, confidentiality and data protection. Reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for the pupils. • Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development. • To consistently support and implement the whole school behaviour policy. • To undertake some administrative duties on a regular basis or as the need arises.

General	
	- To undertake such other duties and responsibilities of an equivalent nature, as defined by the line management from time-to-time, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms. - Perform any other task deemed reasonable by the Headteacher.

Person Specification

Knowledge, skill and experience requirements

COVER SUPERVISOR			
Skills and abilities	Essential	Desirable	Assessed by
The ability to work effectively and efficiently as part of a team of professionals	✓		Application & interview
Communication skills, oral, written and presentation skills	✓		Application & interview
The ability to manage, supervise and direct the activities of children and young people.	✓		Application & interview
Proficiency in the use of ICT and the software programmes used in schools		✓	Interview
The ability to deploy a range of strategies and techniques to encourage positive behaviour and maintain order and discipline	✓		Application & interview
Knowledge			
Relevant (to be agreed) subject and/or curriculum expertise	✓		Application & interview
The ability to become familiar with the relevant curriculum and teaching methods	✓		Application & interview
How children and young people learn	✓		Application & interview
How ICT can be used effectively to motivate children to learn.	✓		Application & interview
How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum	✓		Application & interview
Health and safety policy and the role of the individual in ensuring its implementation	✓		Application & interview
Equalities and inclusion policies and how these are implemented in schools	✓		Application & interview
Qualifications and experience			
NVQ level 4 Teaching Assistant qualification or equivalent level 4 qualification (eg, a first degree)		✓	Application
GCSE grade 'C' (equivalent) or above in English and Mathematics	✓		Application
Experience working with children and young people in a paid or voluntary capacity	✓		Application
Certification of having successfully met the national standards for a HLTA		✓	Application