



JOB DESCRIPTION

<u>Department:</u>	Associate staff
<u>Job Title:</u>	Cover Supervisor
<u>Responsible to:</u>	Executive Principal, Head of School and Vice Principal Liaising with Admin assistant (cover), teacher colleagues, Learning Support Teacher, Learning Mentors, Students, Parents, and External Agencies.
<u>Grade:</u>	NJC Grade 5, point 14

Overall Purpose of the Job:

Under the direction of teachers/senior staff, provide in class supervision of pupil learning, manage pupil behaviour and work under teacher direction to produce suitable resources for cover supervision. The post holder would be expected to provide cover supervision for any absent teacher for up to a maximum of ten consecutive days, including the first three days of a teacher absence.

Hours of Work

The post is offered as full-time, term time only 37 hrs per week plus 5 INSET days.

Summary of the main aspects of the post

The job holder will be expected to work under the direction of the Vice Principal in regards to cover supervision but will be attached to a curriculum area when not providing cover supervision and will be expected to work under the direction of the Curriculum Team Leader. Specific responsibilities include:

- Provide classroom supervision of learning for classes in the absence of the teacher for up to a maximum of ten consecutive days for the same member of staff, including the first three days of absence.
- Create an orderly and purposeful learning environment in which firm but fair relationships are established between the Cover Supervisor and students
- Encourage students to engage with learning and support students to complete work set by the classroom teacher
- Support students consistently whilst recognising and responding to individual need
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy in respect of Behaviour for Learning, including school rewards and sanctions

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- Collect and return completed work and provide feedback to the teacher on attainment/engagement/attitude and behaviour of students
- Assist in the compilation of a bank of work for students in liaison with the relevant Curriculum Leader. Cover supervision work will be set by the Curriculum Leader
- Provide administrative support (e.g. photocopying, filing, data input) where appropriate
- To provide cover for morning registration/Tutor Group activities in the absence of a teacher
- Undertake training in classroom management, teaching assistant training and be willing to undertake further training towards HLTA status
- Invigilate internal and external examinations as required
- Assist in lunchtime supervision
- Follow school policies with respect to child protection, health and safety, security and data protection
- Contribute to the ethos and aims of the school
- Have an awareness and respect for the work of other professionals
- Support the school aim of being 'open and collaborative'
- Accompany teaching staff and students on visits, trips and out of school activities
- Take responsibility for a group under the supervision of the teacher in charge
- Any other reasonable task requested by the Head of School within the capability of the post holder

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Person Specification: Cover Supervisor

	Essential	Desirable
Experience	<p>Has experience of working with young people</p> <p>Has successful experience of working in a team</p> <p>Is familiar with a Windows based computer system</p>	<p>Has worked in an educational environment</p> <p>Has clerical/administrative experience</p> <p>Is familiar with MS Office Software</p>
Qualifications	<p>English and Mathematics qualification</p> <p>A willingness to undertake appropriate and further training</p>	<p>Level 3 qualifications ['A' Level standard]</p> <p>Successful completion of work based learning courses</p>
Personal and Interpersonal Skills	<p>Able to accept direction and work as a member of a team</p> <p>Confident and courteous communicator in both written and verbal forms</p> <p>Ability to relate positively and sensitively to teenage children.</p> <p>Able to accept and perform a role of authority in an educational setting</p> <p>Flexible and resilient in coping with challenges</p> <p>Organised and thorough in planning</p>	<p>Ability to work without direct supervision</p> <p>Able to communicate to a range of audiences</p> <p>Awareness of barriers to learning</p> <p>Ability to respond to a complex and changing working environment</p> <p>Awareness of own limitations and when to seek advice</p> <p>Creativity and a solution focused approach</p>

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