



Job Description

Location: Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

Salary: Redhill Academy Trust Pay Scale, Band 8, Scale Points 36 - 40

Hours of work: 35 hours per week, 39 weeks per year

Responsible to: Operations Manager

Post objective: To deliver and manage a prepared lesson in the absence of a class teacher, ensuring that in doing so the students' learning and development is continued and maintained.
To support learning when not on cover and supervise at break times where necessary.

Class Supervision

- In the absence of the class teacher supervising a full class of students and delivering work to ensure learning is maintained in accordance with the school policy.
- Manage the behaviour of students and acting as a role model in setting high expectations to promote a good learning environment using the schools rewards and behaviour policy.
- Report back as appropriately on the behaviour of students using the school system and policies.
- Taking a class register accurately and ensuring any absences are added and reported if they were marked attended earlier in the day.
- Responding to students about the work that has been set, providing students with generic support (e.g. literacy, numeracy, IT) to help them complete set work.
- Collecting any work completed after the lesson and returning it to an agreed person/place when required.
- Leaving the classroom in good order at the end of the lesson.
- Supervising entry and departure of students in lessons in accordance with school policy.

- Dealing with any and responding to immediate problems or emergencies according to the academy's policies and procedures.
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate, adhering to the GDPR and Safeguarding policy.
- Generate positive, professional relationships with staff, students and parents.
- To consistently follow all school policies

General

- Liaison and feedback with departments and staff as necessary to ensure the delivery of good quality lessons.
- Attendance at staff meetings and INSET activities where relevant.
- Supporting the pastoral system and providing pastoral care to a group when the form Tutor is absent, liaising with Head of House as necessary.
- To uphold and actively support the academy's policies and procedures.
- Undertake any administrative duties and exam invigilation where necessary.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.



Tupton Hall School

REDHILL ACADEMY TRUST

Cover Supervisor

Person Specification

Details		
Qualifications / Knowledge / Experience	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">Level 3 qualification or a minimum of 2 years' experience in a similar role or relevant to the role5 GCSE's (Equiv. A* - C) including English and MathsDegree educatedExperience of working with secondary school aged students in a learning centred settingTraining in relevant strategies for supporting safeguarding and Child ProtectionUnderstanding of relevant policies/code and awareness of relevant legislation for the positionUnderstanding of legislation in respect to safeguarding issues e.g. Prevent, Health and SafetyWorking Knowledge of SIMS Application and/or Class Charts ApplicationCompetent in the use of Microsoft Office applicationsFirst Aid Trained, or prepared to undergo training if necessary	A A A A,I,T	 A A A,I,T A,I,T A,I,T A,I

Skills / Abilities	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to prioritise tasks, manage time effectively and meet deadlines • Ability to cope effectively in a busy, demanding role and manage the behaviour of students, maintaining order and a calm learning environment • Proven ability to maintain confidentiality in all aspects of work • Ability to work using own initiative and as part of a team • Ability to relate well with students and adults, building effective relationships and setting clear boundaries. • Proven ability to maintain confidentiality in all aspects of work. 	A,I,T A,I,T A,I, A,I A,I,T A,I,T	
Personal Qualities <ul style="list-style-type: none"> • Excellent communication skills both oral and written to be able to communicate with stakeholders at all levels • Able to adapt to work alone, using own initiative and adapt to quickly changing circumstances when necessary. • Flexible approach to working hours and positive attitude to work • Excellent attendance and punctuality 	A,I,T A,I,T A,I,T A, I	

Specific Requirements <ul style="list-style-type: none"> Confidentiality and an awareness of data protection legislation in schools Awareness of safeguarding procedures in schools 		A,I A,I,T
Suitability to work with children		
<ul style="list-style-type: none"> Enhanced DBS clearance will be required for this position 		

A – Application

I – Interview

T - Task