



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

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Ability to manage the behaviour of Students and maintain order and a calm learning environment.• Ability to motivate Students.• Ability to support the processes and procedures for students learning.• Ability to work using your own initiative, and as part of a team.• Ability to work in a flexible and responsive way with tact, discretion and confidentiality.• Ability to relate well with Students and adults: building effective relationships, setting clear boundaries.• Ability to work under pressure, in a demanding environment.• Good Level of education, numeracy, literacy, and ICT.• Excellent communication skills	Ability to use ICT effectively to support learning

Knowledge and Understanding	<ul style="list-style-type: none"> • Ability to develop a range of Strategies to promote good behaviour • Awareness of Statutory frameworks relevant to the role. • Awareness and Understanding of Education policies and procedures. • Awareness of Safeguarding, Health and Safety, equal opportunities and data protection. 	<ul style="list-style-type: none"> • Knowledge and understanding of the different classroom roles and responsibilities to the post. • Understanding of the aims, content and intended Outcomes of Teaching and Learning to the School's Curriculum.
Experience Qualifications: Other:	<ul style="list-style-type: none"> • 2 years' experience working with Children at relevant age. • Participation in appropriate School meetings and training activities. • Efficient administration and good organisational skills. • Personal/Professional development training relevant to the post. • GCSE Maths and English at A – C or equivalent L2 qualification in literacy and numeracy. • Excellent attendance and punctuality • Hardworking , flexible and reliable • A genuine like for young people and high expectations for their progress and welfare. 	<ul style="list-style-type: none"> • Experience as a Teaching Assistant or of behaviour management • First aid qualification • HLTA, or Level 3 Teaching Assistant or equivalent qualifications or experience.