



WINCHCOMBE SCHOOL

JOB DESCRIPTION – COVER SUPERVISOR

Job Title:	Cover Supervisor	Date: September 2021
Grade:	NJC Grade 6 (points 15-20) £23,542-£25,991 p.a. full-time (= pro rata approx. £18,347 p.a.)	
Hours:	30 hours per week (8.25 a.m. to 3.15p.m. – Term-time only plus INSETS) plus 3.75 hours per week Relief Cover Management	
Contract:	Fixed-term, initially for one academic year until July 2022	
Reporting to:	Senior Leadership Team	
Overall purpose of the job:		
<ul style="list-style-type: none">• To provide cover service for absent teachers, supervising classes and groups of pupils ensuring that they carry out the work set in an atmosphere of calm and industry.• To take calls from absent staff before the school day and plan for the supervision of their classes and notify Finance Office accordingly.• Make arrangements for cover of teaching staff who escort trips off school site• Liaise with supply agencies and meet their representatives as required		

Main Responsibilities:

1. Support for pupils' learning

The post-holder will:

- Ensure that pupils carry out curriculum tasks set by the teacher and assist them in understanding the nature of these tasks to minimise the effect of the teacher's absence upon pupils' learning and progress.

2. Support for the learning environment

The post-holder will:

- Keep learning environment secure, calm and industrious and leave the classrooms in a prepared state for the next lesson.
- Be expected to ensure that pupils enter and exit lessons in accordance with school policy.

3. Care and support for children

The post-holder will:

- Act on behalf of the teacher in ensuring the health and safety of pupil in the classroom.
- Register pupils for all lessons and pass on to the designated teacher a progress report on the lesson.
- Adhere to school policy with regard to managing pupil behaviour and developing positive relationships with pupils.

4. Administrative Responsibilities

The post-holder will:

- Co-ordinate exam timetables for years 7, 8, 9 and 10
- Organise room changes as necessary to accommodate exams
- Establish homework timetables for all years
- Prepare supply packs for visiting cover teachers

This job sets out only the key responsibilities. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

- So far as reasonably practicable, the post-holder must at all times promote safe working practices within their work areas.
- Work in accordance with school policies and procedures.
- Ensure that the output and quality of work is of a high standard and complies with the high expectation of the school for all employees.
- All employees participate in an annual review of performance and agree development targets.

Pastoral Responsibilities

- The post-holder may be required to act as a Form Tutor and carry out any responsibilities linked to that role, including monitoring and supporting overall progress and development of students within the tutor group.
- The post-holder may be required to mentor a group of approximately 15 pupils (includes writing of reports).

During periods when no cover supervision is needed, the post holder will be required to undertake basic clerical tasks and / or support pupils in lessons.

Winchcombe School is committed to the safeguarding of young people and an enhanced DBS disclosure will be required for this position. Equal opportunities are the right of everyone to equal chances and Winchcombe School respects each individual for who they are regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality.

COVER SUPERVISOR – PERSON SPECIFICATION

ESSENTIAL (Must have)	DESIRABLE (Should have)	ADVANTAGEOUS (Could have)
KNOWLEDGE AND EXPERIENCE		
<ul style="list-style-type: none"> • At least 2 years' experience of working effectively with young people. • GCSE grade 5/C [or equivalent] in English & Maths. • Capability of achieving NVQ level 3 or A levels. • Skills of empathy, listening, communication and responding with appropriate language to young people. • An understanding of Health & Safety as it applies to schools and young people. 	<ul style="list-style-type: none"> • Hold NVQ level 3 in a relevant field or A levels • Understanding of how young people develop and learn • Understanding of the role of staff play in developing and maintaining an effective learning environment • Understanding of the role of parents in the education of the child. 	<ul style="list-style-type: none"> • Varied experience of working with children in a range of educational settings. • Experience of working in a setting subject to a Health & Safety, Hygiene, Child Welfare & Protection regulations. • Experience of effective supervision of the work of colleagues to achieve defined outcomes. • First Aid qualification
ABILITIES AND APTITUDES		
<ul style="list-style-type: none"> • Well-organised and able to cope with early morning cover management • Ability to supervise students effectively • Ability to develop further, one's knowledge and understanding of learning and teaching. • Ability to work independently and in a team. • Flexible, adaptable and a positive attitude to working in a structured environment. • Excellent communication skills at all levels – to deal with staff and students • Ability to use ICT 	<ul style="list-style-type: none"> • The ability to support staff in helping pupils make progress in their learning • Ability to recognise the appropriate level at which to refer issues elsewhere for effective resolution • Proven communication skills evidenced by dealing with a diverse range of complicated and/or sensitive issues • Evidence of experience of using one's initiative with effective outcomes 	<ul style="list-style-type: none"> • Willingness to contribute to enrichment activities of Winchcombe School

