

Job Description	
Job Title: Terms & Conditions: Pay Scale/ Grade: Post term:	Cover Supervisor United Learning Trust ULSupportG3TL2 Permanent
Responsible to: Line Managing:	Deputy Head Teacher NA

Duties and Responsibilities
: To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals / groups in or out of the classroom including the supervision of whole classes during the short-term absence of teachers.
Specific responsibilities include:
- Delivering the plans left by the class teacher and supervising the children whilst they complete the learning - Assisting in preparing / planning the learning environment and the materials to be used - Following the School Behaviour Policy, manage the student behaviour to ensure a constructive working environment - Responding to pupils about the work that has been set in line with the marking and feedback guidance - Collecting any work completed after the lesson and returning it to an agreed person / place - Leaving the room in good order at the end of the lesson - Provide support in a specific school area, including preparation, and organisation of resources and support to teaching staff and pupils when cover is not required - Supervising entry and departure of pupils in accordance with the school's policy - Recording and reporting attendance at lessons in accordance with the school's policy - Assisting in exam invigilation and support - Dealing with any immediate problems or emergencies according to the school's policies and procedures - Follow the School's policies and procedures, especially those relating to child protection, and health and safety - Respecting confidential issues linked to home / pupils / teachers / schoolwork, and to keep confidences as appropriate - Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined
Whole School responsibilities
- To take part in the School's CPD programme by participating in arrangements for further training and professional development including your own personal development. To engage actively in the Performance Management Review processes - To attend team and whole School meetings in accordance with the school calendar as required - To communicate effectively with the parents/carers of pupils as appropriate and where appropriate, communicate and co-operate with persons or bodies outside the school

• Provide supervision at breaks and lunchtimes on a daily basis as required.
Other Specific Duties:
• To play a full part in the life of the school's community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example • To promote actively the School's Policies & Procedures • To comply with the School's Health and Safety policy and undertake risk assessments as appropriate • To undertake any other duty as specified not mentioned in the above • To comply with the school's procedures concerning safeguarding and to ensure that training is accessed
• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers • Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to pupils
Health & Safety
• Co-operate with health and safety requirements. • Report all defects and hazards to the members of staff responsible for this in your school. • Follow the action risk assessments for all potentially hazardous on/off site activities. • Use, but not misuse things provided for your health, safety and welfare. • Do not undertake unsafe acts. Inform employer of any "Near-Misses". • Be familiar with the emergency action plans for fire, first aid, bomb security and off-site issues.
General Responsibilities
• Promote and ensure the health and safety of pupils (staff & visitors) at all times. • Be aware of and comply with all school & United Learning policies and procedures. • Contribute to the overall ethos/work/aims of the schools within Oxford Cluster • Be aware of and support differences and ensure that all pupils have equal access to opportunities to learn and develop. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Ensure health and safety policies and procedures are complied with at all times. • Treat all users of the school with courtesy and consideration. • Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities • Demonstrate a deep commitment to safeguarding and promoting the welfare of children and follow all associated child protection and safeguarding policies of the school. • Maintain confidential and professional conduct at all times • Appreciate and support the role of other professionals
Performance Management
• To participate fully in the trust's Performance Management process • Attend relevant INSET training for your role
Knowledge, Skills & Experience
• Keep up to date with developments relating to your role. • Review and maintain your own professional practice through agreed development activities. • Ensure statutory requirements are met.

- Ensure a secure knowledge and understanding of all school policies and procedures

Personnel

- Identify Continuing Professional Development (CPD) needs for yourself.
- Support the CPD of others.
- Able to undertake physical elements of the role.
- Practical with DIY skills
- Well organized, conscientious & reliable
- Flexible in their approach to planning their working day.
- Communicate effectively with all members of the team.
- Work collaboratively with other staff
- Meet in accordance with calendared meetings and with line managers as agreed

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the amount of time spent carrying them out, and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may vary to meet the changing demands of the school at the reasonable discretion of the Head Teacher. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the duties as set out in the foregoing.

Every member of staff has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We take the safeguarding of students and staff seriously. All staff are expected to support this ethos.

All applicants will be subject to a safer recruitment process, including disclosure of criminal records and other vetting checks; the interview will include questions about safeguarding and protecting children.

References will be requested, and an online search will be completed for all shortlisted applicants who are invited to interview. On the day of interview all shortlisted applicants will be required to provide photographic ID and asked to complete a Self-disclosure form.

(Post holder)

Name	
Signature	
Date	

Person Specification – Cover Supervisor

Windale School is committed to safeguarding the welfare of children and young people and expect all staff and volunteers to share this commitment

	Essential	Desirable
Qualifications Criteria	English and Maths GCSE Grade C+ (or equivalent).	Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language and ICT. Youth Work or other qualifications to work with children. Degree or Level 5-7 qualifications.
Experience	Working with children (school setting or similar)/supporting learning.	Coaching/mentoring.
Knowledge & skills	Good understanding of child development and learning processes. Constantly improve your own practice/knowledge through self-evaluation and learning from others. Ability to relate well to children and adults. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. Knowledge and understanding of processes that support children and young people. The ability to work alongside all stakeholders to fulfil the school's ambition for children. An ability to communicate effectively, both orally and in writing. Good knowledge and skills in the use of ICT/ Technology. Good behaviour management skills and knowledge.	Understanding of statutory frameworks relating to teaching. Ability to organise, lead and motivate a team. Full working knowledge of relevant policies/codes of practice/legislation. Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programs/strategies.

Personal attributes	Someone who has interpersonal and communication skills to maintain positive relationships and work effectively with staff at varying levels of role and experience. An inspiring person who has the resilience and tenacity to motivate, empower and support children. A determined and aspirational approach to improving outcomes for all vulnerable groups. Committed to self-development and the development of others. Calm, confident and solution focused in the face of challenge. A strong commitment to supporting and promoting safeguarding, equality and diversity. The ability to work creatively as an individual and as part of a team. Ability to cope with periods of pressure and Prioritise workload accordingly so that deadlines are met.	
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