

# Job Description

**Role: Cover Supervisor (Secondary)**

**Grade:** Scale 5, Spine points 12-15 (£29,364-£30,852) pro rata, per annum TTO

**Reporting to:** Line managed by Head of School (Secondary)

**Responsible for:** Whole class teaching and learning across all key stages.

## Purpose of Post

- To provide cover for absent teachers to ensure continuity of learning for students
- To flexibly provide teaching support in other areas where cover capacity allows including; intervention and learning support
- To contribute to school duties, extra-curricular activities, and other related activities

## Main Duties

*To work in collaboration with all staff to:*

- promote the general progress and well-being of individual students through ensuring the maintenance of good order and discipline among all students and safeguard their Health and Safety, both on school premises and when they are engaged in authorised activities elsewhere;
- deliver engaging lessons and home learning according to the educational needs, abilities and achievement of individual students which develop a culture of enquiry and dialogue within a knowledge-based curriculum;
- promote high standards of learning, teaching and student achievement and progression through active engagement in and contribution to the schools' CPD (Continuing Professional Development) program;
- work with the Senior Leadership Team and SENDCo, ensuring that the needs of all children are met;
- fully engage with the school's pastoral system within lessons;
- create and promote positive strategies for challenging all forms of prejudice and harassment and promoting British values.

*Assist in;*

- delivering an exciting, cohesive and integrated curriculum that bridges the gap between KS2 and KS3, eliminates transition regression and ensures continued relevance to the needs of the students and the school's values;
- building a school culture and curriculum that takes account of the richness and diversity of the school's communities;

# Other Duties

## **Developing Self and Working with Others**

Show commitment to a research led pedagogy which promotes and directs high standards of learning, teaching and pupil achievement and progression through:

- promoting high standards of professional performance;
- identifying and securing own training needs in line with school's appraisal processes; active engagement in and contribution to the Continuing Professional Development of all staff;
- attending training sessions and meetings as required;
- to seek, consider, and act upon professional support and advice as required.

## **Strengthening Community**

- to develop and promote the services of the school to meet the needs of the community;
- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies and procedures.

Contribute to:

- building a school culture that takes account of the richness and diversity of the school's communities;

## **Safeguarding and Promoting the Welfare of Children**

- to support the Senior Leadership team, to ensure a safe and supportive culture in the school;
- to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

*The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.*

## **Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

## **Equal Opportunities**

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

## **Health and Safety**

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

## **Safeguarding**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

# Person Specification

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (bold text). Where the specification is assessed through the application form (see ticks below) shortlisted candidates will be selected entirely on the extent to which they meet this specification.

**A** – assessed in application form    **I** – assessed at interview    **R** – assessed through references

		<b>A</b>	<b>I</b>	<b>R</b>
Qualifications & Experience	<b>1. Educated to at least GCSE grade C standard or equivalent in English and Mathematics.</b>	✓		
	<b>2. Experience of whole class teaching</b>	✓	✓	
	3. Safeguarding Level 1 or a willingness to undertake training.	✓	✓	
Knowledge & Skills	<b>1. Able to communicate effectively (written and verbal) to a variety of audiences.</b>	✓	✓	
	<b>2. Ability to work constructively as part of a team</b>	✓	✓	
	<b>3. A commitment to maximising the academic, personal, social and emotional development of all pupils.</b>	✓	✓	
	<b>4. Supporting learners and encouraging positive attitudes to learning in and around school</b>	✓	✓	✓
	<b>5. Able and willing to teach and support in all areas of the curriculum.</b>		✓	
	<b>6. Experience of the use of high-quality teaching to ensure the effective inclusion of all pupils in a mixed ability setting.</b>		✓	
	7. Knowledge of relevant developments and innovations in the use of ICT as a tool to support teaching and learning.	✓	✓	
*Personal Qualities	1. <b>Punctual and conscientious</b> (assessed through references).			✓
	2. <b>Able to follow direction and work in collaboration with staff</b> (assessed through references).			✓
	3. <b>A commitment to the school's visions, values and ethos.</b>	✓	✓	
	4. <b>Able to develop good personal relationships within a team; contributing to high staff morale through the enthusiasm, drive and determination to inspire others and achieve the highest standards.</b>	✓		
	5. <b>A personable nature to build effective relationships with all members of the school community.</b>	✓	✓	✓
	6. <b>A positive, solution-focused mindset and determined "no-excuses" approach to raising standards</b>	✓	✓	
	7. <b>A lively, creative and good-humoured approach to all aspects of teaching and learning, management and leadership.</b>	✓	✓	
	8. <b>A commitment to the highest standards of child protection and safeguarding.</b>	✓	✓	
	9. <b>Recognition of the importance of personal responsibility for health and safety Standards.</b>	✓	✓	

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_