

## JOB DESCRIPTION

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| <b>Post Title:</b>   | <b>Cover Supervisor</b>   |
| <b>Salary/Grade:</b> | <b>F6-G12, £21,968.00 - £24,496.00 Pro Rota (dependent on Experience)</b> |
| <b>Employed by:</b>  | <b>Northampton Free School Trust</b>                                      |
| <b>Line Manager:</b> | <b>Assistant Principal</b>  |
| <b>Location:</b>     | <b>Wootton Park School</b>  |

**Role Summary:** Working to support the staff team you will supervise and deliver a prepared lesson in the absence of a class teacher or support member of staff, ensuring that our learners continue to maintain high levels of education. To be motivated and inspirational to our learners, setting a positive and inclusive example. To contribute to the wider life of our school via enrichment activities. To offer 1:1 support and small group support to targeted learners.

| <b>Key Areas</b>       | <b>Responsibilities</b>  |
|------------------------|--|
| 1. Teaching & Learning | To provide supervision and delivery of a prepared lesson, in the absence of a teacher, to a class during class time. To offer 1:1 support and small group support to targeted learners as directed by the SENDCo.  |
| 2. Learner Support     | Manage the behaviour of the class during this time, promoting behaviour in line with the school policy and report back where appropriate on this. Promote a positive environment within the school, including inclusion and acceptance. Act as a role model to all learners.   |
| 3. Classroom Support   | Assist in day-to-day management of behaviour for learning and the learning environment; to participate in record-keeping and undertake appropriate administrative tasks; to be actively involved in the day-to-day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, displays, materials as appropriate; to contribute to the assessment of learners through observation and reporting. To act as a tutor when appropriate.  |
| 4. School Support      | To undertake induction training and participate in staff review/appraisal/performance process and make use of professional development opportunities; to carry out the duties of the post in ways, which contribute to a supportive working environment within the school, for example; to comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, learners and members of the general public; adhere to and maintain school policies, routines and codes of conduct and support the ethos of the school; to be responsible and accountable for carrying out the post with regard to the school's Equal Opportunity Policy and Health and Safety at Work Act; to attend staff meetings, where appropriate and relevant, |

and other activities held outside normal school hours but not beyond total working week; to understand the school's policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies; to liaise effectively with parents/carers, sharing and providing information as appropriate.

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| 5. Administration                    | To carry out efficiently the various necessary administrative functions including school requirements in relation to the proper and accurate keeping of registers.  |
| 6. Development Aspects               | To play a part in the development of departmental, curriculum development group and year team meetings as appropriate; to seek to identify personal staff development and INSET needs and ensure that these are discussed with Head of Department/senior staff. |
| 7. Appraisal/Performance Management. | To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.   |
| 8. Health and Safety                 | To ensure that practice is, in all respects consistent with the requirements of Wootton Park School's Health and Safety Policy as well as with any subject specific health and safety guidelines.   |
| 9. Extra-Curricular                  | To be involved in some aspect of extra-curricular activity.   |
| 10. Safeguarding                     | The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.   |

**NB:** The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Principal (in consultation with the post holder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

### Person Specification

The successful candidate is likely to be able to demonstrate the following:

| Requirements  | Essential<br>(E) | Desirable<br>(D) | Measured<br>by<br>Application<br>form (A) or<br>Interview<br>process (I) |
|---|------------------|------------------|--|
| <b>Education / Qualifications:</b>                                      |                  |                  |  |
| At least 5 A*-C GCSE including Math, English and Science or equivalent. | E                |                  | A  |
| Qualified teacher status  |                  | D                | A  |
| <b>Professionals knowledge, skills and competences:</b>                 |                  |                  |  |
| Evidence of further professional development                            | E                |                  | A  |
| <b>Experience:</b>  |                  |                  |  |
| Working effectively in an education environment                         | E                |                  | A  |
| <b>Philosophy and commitment:</b>                                       |                  |                  |  |
| Commitment to high standards, best value and continuous improvement     | E                |                  | A/I  |
| A 'can-do' approach and positive attitude to innovation and change      | E                |                  | A  |
| Commitment to Safeguarding & Child Protection                           | E                |                  | A/I  |
| <b>Personal qualities:</b>  |                  |                  |  |
| Attention to detail   | E                |                  | A/I  |
| Team player and ability to work on own                                  | E                |                  | A  |
| Enthusiasm  | E                |                  | A/I  |
| Initiative and self-motivation  | E                |                  | A  |
| Flexibility, creativity and ability to think laterally                  | E                |                  | A  |
| Ability to be reflective and self-critical                              | E                |                  | A  |
| Committed to the aims of Wootton Park School                            | E                |                  | A  |