

JOB DESCRIPTION

Job Title: Cover Supervisor	Scale: (SR1) 7 - 11
Department: Support	Section: Support Staff
Terms of employment: Permanent	Hours: 30.5 hours per week / 39 weeks per year

JOB PURPOSE

To have a varied role within the school in line with the Workforce Remodelling Initiative to reduce the workload of teachers.

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.

DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE

Reports to the relevant Curriculum Team Manager/Assistant Principal

MAIN DUTIES AND RESPONSIBILITIES

Supporting the Students

- Supervising classes doing work set by teachers.
- Supervising and supporting individual students withdrawn from classes for target learning opportunities.
- Providing pastoral support to individual students under the direction of a head of year or SENCO.
- Supervising and supporting individual or small groups of students withdrawn from classes for targeted learning opportunities.
- Manage the behaviour of students to ensure they are in a safe working environment.

Supporting the Teacher

- Supervising classes doing work set by teachers, responding to questions from students and collating work at the end of lessons.
- Supporting teachers in the assessment and recording of student work.
- Supervising students on school visits.
- Assisting subject leaders with the co-ordination of set work for absent teaching staff.
- Up to 5 hours of teaching per week as required.

Supporting the School

- Invigilating exams.
- Co-ordinating and administrating the management of staff off-site under the direction of the Cover Manager.
- Assisting the cover manager in organising the daily cover arrangements for timetabled lessons.
- Providing practical support in the development of resources including displays for the curriculum teams across the school.
- Support with administrative duties as directed by the school.
- Carry out duty at break and lunchtimes
- To liaise, advise and consult with other members of the team supporting the children when asked to do so.

- To contribute to reviews of children’s progress, as appropriate.
- To attend relevant school procedures.
- To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
- Any other tasks as directed by the Principal which fall within the purview of the post.

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.

Employer:

Name:

Signed:

Date:

Employee:

Name:

Signed:

Date:

PERSON SPECIFICATION

Job Title: Study Supervisor
Section: Support
Department: Support Staff

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> GCSE or equivalent in Maths and English 2 / 3 A Levels Education to degree level or equivalent 	<ul style="list-style-type: none"> Willingness to undertake teacher training
Competence Summary (Knowledge, Abilities, Skills, Experience)	<ul style="list-style-type: none"> Working with children or experience of own children Understanding of teenage minds Confident in dealing with young people Ability to command and show respect Confident ICT user 	<ul style="list-style-type: none"> Experience of working with young people Experience in leadership
Work related Personal Requirements	<ul style="list-style-type: none"> Excellent interpersonal and social skills Ability to motivate Enjoy working with young people An excellent team player Ability to show initiative and flexibility 	
Other Work Requirements	<ul style="list-style-type: none"> Flexibility Self motivation Good sense of humour 	<ul style="list-style-type: none"> Willingness to undertake appropriate school based training and development Driving licence