T**HE HOWARD PARTNERSHIP TRUST**

***‘Bringing out the Best’***

**THOMAS KNYVETT COLLEGE**

**JOB PROFILE – Cover Supervisor**

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| **Job Title:** | Cover Supervisor – Claims Paid |
| **Reporting to:** | Inclusion Lead/SLT |
| **Salary:** | MPS Or Unqualified Teacher Scale |
| **Start date:** | 01 September 2024 |
| **Job Purpose:** | * To provide cover for absent staff including teaching and learning that supports students to make as much progress as possible * To work as part of a team and participate in activities that support the improvement priorities of the school |
| **Key Responsibilities** |  |
| The role of a Cover Supervisor is to support learning and teaching within the school, by helping maintain consistency of teaching and supervision. Assisting teaching staff with administrative elements of their role:   * To supervise cover work that has been set in accordance with school policy * To help students complete set work when covering a lesson, collecting work after the lesson and returning it to the appropriate teacher * To monitor student progress of set tasks and report back to the class teacher * To maintain clear boundaries and expectations on behaviour and learning in lessons * To manage the behaviour of students whilst they are undertaking set work to ensure a safe and orderly environment * To report back as appropriate on the behaviour of students during classes, and any issues that arise * To respond to any questions from students on set work, where ability allows, and/or to refer students to discuss matters with their class teacher * To deal with any immediate problems or emergencies according to the school’s policies and procedures * To complete tutor group register at set registration times * To assist teaching staff with the preparation and organisation of learning resources * To follow schemes of work and lesson plans shared * To maintain a stimulating, engaging and safe learning environment * To contribute to the wider life of the school, e.g. whole-school routines and duties, if required | |

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| **School Specific Information** |
| * TKC offers a broad and balance curriculum and cover could happen in any of the subjects taught. Support will be given by the Inclusion Lead as well as relevant Faculty or Curriculum Leads and SLT * We want students to ask questions about the world they live in, we want students to challenge stereotypes, ideologies and culture capital. We want to contextualise learning to help build students understanding of global issues and promote a love of learning, resilience and self-determination in their lesson. We aim to develop in students the skills, enthusiasm and understanding necessary to become life-long learners, and to foster an open-mindedness towards other people and cultures, as well as a sense of responsibility to the world around us. * Our Values are Partnership, Respect, Open-Minded, Unified, Determined so we can be PROUD of our students. * Students will develop analytical and critical thinking skills, the ability to work with abstract ideas, leadership and research skills across the curriculum, and this should continue in cover lessons. * The person we are looking for will be proactive, organised and committed. We are looking for someone creative, hardworking and determined with a sense of fun and a positive outlook. |

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| **Additional Information** |
| * For more information about the school visit our website (www.thomasknyvett.org) * For more information about The Howard Partnership Trust and the school visit our website (www.thehowardpartnership.org) |

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**PERSON SPECIFICATION – SUBJECT TEACHER**

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| **Qualifications & Training** | **Essential** | **Desirable** | **How assessed** |
| Degree level qualifications and /or Qualified teacher status | ✓ |  | Application |
| Knowledge and understanding of curriculum requirements and developments within your own subject specialism | ✓ |  | Application / Interview |
| Experience as a form tutor and / or pastoral work |  | ✓ | Application / Interview |
| **Skills and abilities** | **Essential** | **Desirable** | **How assessed** |
| To be able to teach lessons which consistently meet the Teacher Standards | ✓ |  | Application / Interview |
| To use a variety of strategies to engage students and promote a stimulating environment | ✓ |  | Application / Interview |
| To work well in a team, contributing ideas and supporting faculty/department procedures | ✓ |  | Application / Interview |
| To be a confident user of IT as a teaching tool | ✓ |  | Application / Interview |
| To follow school systems, processes and policies | ✓ |  | Application / Interview |
| **Personal Attributes** | **Essential** | **Desirable** | **How assessed** |
| Excellent communication skills with the ability to relate well to students and adults | ✓ |  | Application / Interview |
| Energy, enthusiasm, determination and an insistence on high standards | ✓ |  | Application / Interview |
| Be able to work under pressure, prioritise and manage time effectively | ✓ |  | Application / Interview |
| To have a growth Mind set | ✓ |  | Application / Interview |
| To establish and maintain positive professional relationships with a sense of humour | ✓ |  | Interview |
| **Safeguarding** | | | |
| The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).  The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment | | | |