

Cover Supervisor

**Post Description**

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| **Post title:** Cover Supervisor |
| **Grade:**  Grade5 SCP 21 -25 £20,541 - £23,111): 5 days a week (Mon - Friday) term time only + 1 wk  wee |
| **Responsible to:** Assistant Headteacher |
| **Responsible for:** Supervision/cover of classes, delivery of intervention programmes and support for teaching and learning and Pastoral staff |
| **Hours of work:** 7.30am – 4.00pm **Monday – Thursday, and Friday 7.30a.m. – 12.30p.m** |

**Job Purpose:**

* Under the direction of the Assistant Headteacher, supervise classes ensuring students engage in the work set and good order and a purposeful working atmosphere are established and maintained.
* Under the direction of the appropriate HOD/SLT link, deliver intervention programmes in maths and/or English or any other subject as required, before/after school, during form or lesson times when not required for cover
* Under the direction of the Assistant Headteacher support departments in developing resources, displays and general support and administration for Pastoral staff

**Cover**

* Establish good working relationships with students, acting as a role model and setting high expectations
* Liaise with the Cover Officer/HOD/2nd in department to ensure lesson plans and resources are available in advance
* Create a calm and purposeful environment in which learners can complete work set by the classroom teacher
* Assist and support learners as appropriate during lessons
* Ensure all work is collected in after the lesson and given to the teacher (in accordance with any instructions left)
* Report any concerns re the quality of work left by the teacher or the behaviour of students in the class to the relevant Head of Department
* Foster a climate of positive attitudes to learning
* Be aware of and implement in full the Whole School Behaviour Policy
* Register attendance in lessons and use SIMs to report concerns/award Achievement Points
* Feedback on the quality of the learning and behaviour in lessons using the school’s systems to the teacher, HOD and Head of PC/RS
* Deal with any immediate problems or emergencies in accordance with the school’s policies and procedures
* Positively promote the school’s ethos, aims and values
* Establish own best practice and use to support others

**Student Support and Intervention**

* Supervise/mentor learners independently or in small groups
* Plan, deliver and evaluate the *impact* of intervention lessons in terms of student progress
* Participate in the school’s quality assurance procedures
* Play an active role in the school’s CPD programme by participating in arrangements for further training and professional development
* Continue own professional development e.g. subject knowledge, teaching pedagogy, National Curriculum developments

**Department Support**

* Provide assistance to the Pastoral department in terms of resources, displays and administrative tasks when having the capacity to do so
* Provide support to the Pastoral department in terms of providing supervision in the Pastoral room over breaks and lunch and carrying out duties including DT rota, morning and after school duty
* Provide support to the Pastoral staff in working towards national awards
* Assist in the planning and administration of opportunities for students to learn in out-of-school context
* Assist in the smooth running of school events and trips

**General**

* Adhere to and promote the School’s policies and procedures
* Supervise learners on corridors/outside during lesson transitions
* Undertake break and lunchtimes duties and activities
* Attend and participate in meetings
* Act as an exam invigilator when required
* Supervise learners on trips and out-of-school activities as required
* Undertake any other duties or one-off tasks at the reasonable request of the SLT

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| The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.  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.  The school will endeavour to make any necessary reasonable adjustments to the role and working environment of individual members of staff to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |

**Health & Safety Responsibilities**

All employees have the responsibility:

1. To comply with safety rules and procedure laid down in their area of activity
2. To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
3. To use protective clothing or equipment as may be provided
4. To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
5. To co-operate with the headteacher in the fulfilment of the objectives of the school’s Health and Safety policies

**General**

* Being aware of the responsibility for child protection, safeguarding, personal health, safety and welfare and that of others who may be affected by your actions or inactions
* Maintaining confidentiality as appropriate
* Cooperating with the employers on all issues of health, safety and welfare
* Undergo basic First Aid Training and renew as and when appropriate
* **Customer Care** - To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.
* **Develop oneself and others** - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others
* **Valuing Diversity** - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school’s diversity and inclusion policy.
* **Health and Safety** – To operate safely within the workplace with regard to Health and Safety Legislation
* **Confidentiality** – An acknowledgment of the need to maintain confidentiality at all times and to become aware of the National, Council and school/setting policies on Confidentiality and the management and sharing of information
* **Energy Efficiency** – To promote energy efficiency throughout the workplace and within own area of activity

**Person Specification**

**Qualifications:**

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| *Essential*   * Educated to degree level * GCSE English and maths grade C or above | *Desirable*   * Learning and teaching qualification |

**Previous Experience:**

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| *Essential*   * Previous experience of working in a school environment / similar role * Evidence of successful impact on student outcomes * Experience of successful intervention programmes * Involvement in the monitoring of progress and attainment at student and class levels * Experience of successful team work | *Desirable*   * Experience of delivering learning and teaching in an inclusive environment across key stage 3 and 4 * Experience of pastoral work |

**Professional Competence:**

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| *Essential*   * Ability to follow plans to deliver a high quality and efficient learning and teaching experience at both Key Stages 3 and 4 * Excellent knowledge and understanding of behaviour management strategies and how to successfully implement these * High level communication skills including presentational skills * Ability to inspire and motivate students * Ability to contribute to and develop intervention programmes ~ lesson plans and SOW * Knowledge and understanding of how to use ICT and other technologies for student progress * Ability to implement policies and initiatives * Ability to work effectively in a team * Good organisational and time management skills ~ able to meet strict deadlines * Ability to analyse and problem-solve and have a ‘solution-based’ approach * Ability to set clearly articulated goals, track progress and adapt strategies to achieve them * A strong commitment to inclusion and the overcoming of barriers to education | *Desirable*   * Strong subject knowledge in English and/or maths |

**Personal Qualities:**

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| *Essential*   * Commitment to an ethos of high standards and academic success * Strong sense of moral purpose and probity, with commitment to the school’s vision and ethos * Capacity to establish positive and sensitive interpersonal relationships across the school and wider community * Self-confidence, personal impact and presence * Personal resilience, with the ability to prioritise conflicting demands * Commitment to own professional development * Ability to remain calm under pressure * Sympathetic to and supportive of the Muslim faith | *Desirable* |