

Job Description and Person Specification



Cover Supervisor

Contract: Term Time 37 hours per week and 39 weeks per annum

Salary: £15,587 to £17,553 NJC11 to NJC20 (FTE £18,065- £20,344)

Accountabilities

Reports to: Member of the senior team (tbc)

Direct reports: None

Member of: Cover supervisor team

Core purpose

To provide high quality regular cover of whole classes for short term absence. To oversee the smooth running of lessons assisting students, managing behaviour and ensuring lesson plans are delivered to a high standard. To carry out duties and student support centre duties. When there is not a requirement to cover lessons or duties, the post-holder will provide administrative support under direction of the Office Manager.

Key responsibilities

- To supervise students, receiving and registering students, communicating and supervising the work set and responding to any questions. To oversee the issue of books and equipment necessary for the lesson, assisting students with their work where appropriate.
- To manage the behaviour of students and maintain good order in the classroom, overseeing the collection of books and equipment at the end of the lesson, and ensuring they are returned to the appropriate place.
- To carry out duties as directed to include break, lunch, on call and student support centre duties.
- To assist in the invigilation of internal and external examinations in accordance with published procedures and under the guidance of the Exams Officer.
- To carry out administrative tasks as and when required.
- To carry out any other reasonable task at the request of the Headteacher/Line Manager.

General Responsibilities (all staff):

- To perform duties and attend meetings as reasonably required.
- To participate in the School's performance management scheme.
- To undergo in-service training where required.
- To contribute to the school's pastoral system.
- To observe and implement current school policies and good practice.
- To contribute to the overall Christian ethos/work/aims of the school.
- To carry out such particular duties as the Headteacher/Line Manager may reasonably direct from time to time.

Support for Students

- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individuals' needs.
- Encourage students to work and act independently as appropriate.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, following lesson plans agreed with line manager and teachers.
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
- Use strategies, in liaison with teachers, to support students to achieve learning goals.
- Assist with the planning of learning activities.
- Provide regular feedback to teachers on students' achievements, progress and problems.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with school policy.
- Undertaking examination invigilation and/or student support in exams as directed.
- Provide assistance at specific events e.g. Parental Consultation Evenings, Activity Days, Induction Days.

Support for the School

- Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEND Code of Practice as well as general staff procedures.
- Contribute to the overall ethos, vision and aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Accompany teaching staff and students on visits, trips and out of school activities as required.

This job profile will be reviewed at intervals of about one year and may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

Experience- the successful candidate will have:

- Experience of working in a school or similar establishment.
- Experience of working with young people.
- Experience of working under pressure in a busy environment.
- Experience using SIMS (desirable but not required)

Skills & Attributes- the successful candidate will:

- Be supportive of the Christian ethos of the school.
- Be able to work individually as well as in a team.
- Be able to manage own time and prioritise tasks.
- Be able to relate well to children and adults.
- Be able to persuade, motivate, negotiate and influence.
- Be able to self-evaluate learning needs and actively seek learning opportunities.
- Have excellent numeracy and literacy skills.
- Have strong ICT skills.

Qualifications- the successful candidate will hold:

- GCSE or equivalent (NVQ level 2) passes in English and mathematics (literacy and numeracy) essential