

Job Description

Cover Supervisor

Responsible to: Assistant Principal

Responsible For: Supervision of a group or class who are undertaking pre-set work.

SCP: SCP 15

Hours of Work: 37 hours per week – Term time plus training days

Special Conditions:

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary:-

Taking charge of a group or class under the direction of designated member of staff.

Duties and responsibilities:-

- Contribute to the overall ethos/work/aims of the school
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to appropriate person
- Collect completed work after lessons and return of work to the appropriate teacher
- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any issues arising
- Follow all educational visits policies and protocols
- Participate in educational visits where appropriate
- Participate in the academy's DofE programme
- Supervise fixtures and enrichment opportunities as appropriate
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy.
- Deal with immediate problems or emergencies according to school policies and procedures
- Administer outline tests and invigilate exams and undertake routine marking of pupils' work
- Promote the inclusion and acceptance of all pupils
- Undertake pupil record keeping as requested
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc
- Assist in the display of pupils' work
- Attend and participate in relevant CPD and meetings
- Participate in training and other learning activities and performance development as required
- Supervise pupils out of session times
- To participate in performance management arrangements
- It is your responsibility to carry out your duties in line with the academy's policies on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment.

Other duties:-

Such other duties appropriate to the grade of the post as the principal may from time to time reasonably determine

It is the responsibility of each employee to carry out their duties in line with Academy policies, particularly to comply with all child protection/safeguarding policies/Health Safety Policies rigorously.

Use of ICT as required.

Due to the nature of this job, it will be necessary for the appropriate level of Disclosure Barring Service to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (amendments) Order 1986.

Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification – Cover Supervisor

Category	Essential	Desirable	Method of Assessment
Qualification and Training	<ul style="list-style-type: none"> • GCSE or equivalent including Maths and English at Grade A –C • Degree level qualification or equivalent 	<ul style="list-style-type: none"> • Hold a minibus driving licence 	Application Form
Experience	<ul style="list-style-type: none"> • A minimum of 2 years' experience of working with families with complex social needs • Ability to motivate young people 	<ul style="list-style-type: none"> • Experience of working in Primary/Secondary Education 	Application Form and Interview
Training	<ul style="list-style-type: none"> • Willing to attend relevant training 		Interview
Skills and Knowledge	<ul style="list-style-type: none"> • Good organisational and time management skills. • Self-motivated and able to use own initiative. • Ability to integrate into a team environment. • To maintain confidentially at all times • Enjoys working with young people and helping them to achieve. 		Application Form and Interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to work when the school is open (Term Time working) • Awareness of and respect for the needs of the individual child and their families including multi-cultural and inclusive practices • Able to work with parents/carers and children in supportive, non-judgemental manner • Flexible Friendly, approachable and presentable manner, with the ability to communicate effectively with people at all levels • Willingness to work flexibly to meet the requirements of the post • Ability to communicate effectively (orally and in writing) • Ability to use IT technology • Ability to maintain accurate records • Commitment to equality of opportunity and the safeguarding and welfare of all students. 		Application Form and Interview.