Post: Cover Supervisor

Location:                   Ormiston Maritime Academy

Salary:                       Grade 5, NJC point 15-19 (£27,803 - £29,777)

Actual pro rata salary £20,036 - £21,459

Contract:                   Permanent

Status:                       Term Time Only plus 5 days (39 weeks)

Hours:                        31 hpw to include 1 x CPD hour.

Reports to:      Senior Vice Principal & SENCo

**Purpose of the role:**

Overall purpose of the post is to supervise whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff. Including implementing work programmes, managing pupil behaviours and assisting pupils in relevant activities in line with the schools policies and procedures.

**Teaching and Learning**

* Supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a teacher.
* Manage the behaviour of pupils whilst they are undertaking work.
* Collect any completed work after the lesson and return it to the appropriate teacher.
* Report back as appropriate using the agreed referral procedures on the behaviour of pupils during the class and any issues arising.

**Resources**

* Prepare the classroom/outside areas for lessons, ensuring resources are available and cleared away at the end of lessons as appropriate.

**Exams, educational visits and other supervision**

* May invigilate exams and tests.
* May assist escorting pupils on educational visits.
* May assist with break time supervision including facilitating games and activities.

**Personal and welfare support**

* May assist pupils with dressing, hygiene and eating whilst encouraging independence.

**Systems, policies and procedures**

* Responsible for the safety and wellbeing of pupils in the classroom.

**Team involvement**

* May demonstrate own duties to new or less experience staff.

**Building professional relationship**

* Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
* Exchanges information with staff and parents/carers.

**Record keeping and information management**

* Maintains records of work done during cover supervision periods.

**Problem solving and decision making**

* There is a need to interpret information and situations and may respond independently to problems and situations in line with procedures but may refer to the line manager for more unusual/difficult problems.

**Knowledge, skills and experience**

* NVQ level 3 in related area or equivalent experience.
* Knowledge of behaviour management techniques.
* Competent in the use of ICT in all aspects of the role.
* Curriculum knowledge and experience to support self-directed learning.
* Knowledge and compliance with policies and procedures relevant to health and safety and child protection.

**Physical demands and working conditions**

* May be required to stand for long periods and or work in awkward positions e.g. low chairs.
* Some exposure to unpleasant conditions e.g. noise, outdoor working.

**Flexibility Clause**

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

**Variation Clause**

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**Fluency in English**

The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Person Specification

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| **SKILLS - Education/Training/Qualifications** | **ESSENTIAL/**  **DESIRABLE** |
| Minimum GCSE Maths, English and Science Grades A\*- C or equivalent  Educated to NVQ L3 in related area qualification or other discipline that aligns with job role ore equivalent experience. | E  D |
| **KNOWLEDGE** | **ESSENTIAL/**  **DESIRABLE** |
| An understanding of students’ educational development from 11 -16 years.  A range of subject knowledge  An appreciation of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children.  Application of ICT to teaching and learning.  Knowledge and/or experience of the application of a virtual learning environment (VLE) as an aid to teaching and learning.  Strong numeracy and literacy skills | E  D  D  D  D  E |
| **EXPERIENCE** | **ESSENTIAL/**  **DESIRABLE** |
| Classroom experience and classroom management skills.  Experience of working as a Special Needs practitioner &/or responsibility for learning support of students.  Knowledge of effective teaching and learning strategies across the age and ability range.  Ability to motivate students to achieve success. | D  E  D  E |
| **ATTITUDE - personal skills and attributes** | **ESSENTIAL/**  **DESIRABLE** |
| Good oral and written communication skills with the ability to communicate effectively.  Inter-personal skills.  Ability to prioritise time effectively and to plan ahead.  Confidence with an ability to motivate others, particularly students.  Self-awareness and presence.  Commitment, enthusiasm, integrity and reliability.  Independent thinker, able to put arguments forward and debate an issue.  Flexibility and a willingness to learn.  Ability to work as a member of a team.  Caring, kind and approachable, especially in relation to pupils.  Positive and optimistic.  Creative, able to show initiative.  Willingness to become involved in the wider life of the Academy. | E  E  E  E  E  E  E  E  E  E  E  E  E |