

JOB DESCRIPTION

Employment Details

Job Title	Cover Supervisor
Reports to	WHF NJC M
Salary Band	Cover Manager

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role

- The central focus of the Cover Supervisor's role is taking responsibility for the learning, behaviour and progress of classes during the absence of the designated teacher. At the heart of the role is creating the conditions for effective student learning, through positive classroom management, delivery, relationships with students and organisation, and through care for students including responsibility for their behaviour and safety. Ensuring that students can learn from activities planned by teachers for lessons.

Responsibilities

- Supervise the work of whole classes set by their class/subject teacher, in accordance with school policy. Establish productive working relationships with students, acting as a role model & setting high expectations
- Manage the behaviour of pupils to ensure a constructive learning environment
 - Answer pupil queries about process and procedures relating to the lesson
 - Deal with any immediate problems or emergencies according to the school's policies and procedures
 - Liaise with subject staff about the cover work provided, collect completed work at the end of the lesson and ensure lesson feedback is given 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
 - Support the Exams Officer with exam invigilation including acting as a reader or scribe
 - Implement and maintain the schools House Rewards system, providing accurate information throughout the year
 - Support other activities relating to the supervision of pupils, e.g. general supervision during school breaks, attendance on school trips

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
<ul style="list-style-type: none"> Minimum Grade A*-C in Maths and English 	
Skills and Experience	
Essential	Desirable
<ul style="list-style-type: none"> Previous experience of working in a school Sound working knowledge of Microsoft Office applications and excellent IT skills including word processing and emails Ability to undertake a range of tasks involving the application of rules, procedures and techniques Effective written and verbal communication skills Able to interpret guidelines and consider and develop a range of solutions to achieve outcomes Able to establish good relationships with teaching and support staff Flexibility to respond to last minute requests for cover and interruptions Proactive, self-motivated, able to work on own initiative 	<ul style="list-style-type: none"> Creativity and innovative approach to problems and situations
Specialist Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Understand whole school policies in respect of cover and decide upon the best way to implement and communicate change to ensure processes are legally acceptable and clearly understandable by all staff. 	
Personal Traits	
The successful candidate will:	
<ul style="list-style-type: none"> Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. Have values that align with the ethos and culture of The White Horse Federation. 	