



SIR THOMAS FREMANTLE SCHOOL

A CO-EDUCATIONAL SCHOOL FOR STUDENTS AGED 11-19

BUCKINGHAM ROAD
WINSLOW
MK18 3GH
(01296) 711853

WEB: WWW.SIRTHOMASFREMANLE.ORG

Cover Supervisor (Term Time plus training days)

JOB ROLE – Cover Supervisor
<p>JOB PURPOSE</p> <ul style="list-style-type: none"> To cover in the absence of a teacher by supervising pupils who are carrying out work set by the teacher in advance.
<p>MAIN DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> To supervise pupils in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for pupils. To ensure that the work set by the teacher is carried out in accordance with the school’s strategy. To check that pupils have appropriate equipment and materials to enable them to complete the tasks set and answering pupils’ questions about process and procedures. To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school’s behaviour management policy is adhered to. To deal with any emergencies or problems which occur, in line with the school’s policies and procedures. To ensure that completed work is collected at the end of the lesson and returned to the teacher. To report to the teacher after the lesson, in accordance with the school’s agreed referral procedures on any issues arising, including the behaviour of pupils. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the SLT. To attend staff meetings, participate in performance management arrangements and undertaking training and development as required To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information. To undertake tasks of a similar nature and level, as directed by the SLT.
<p>OTHER DUTIES</p> <ul style="list-style-type: none"> To be familiar with and adhere to all School Policies. To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety. To support the aims and ethos of the school and promote good relationships with students, colleagues and parents. To set a good example in terms of dress, punctuality and attendance. To participate in the School’s arrangements for appraisal, professional development, meetings cycle, quality assurance and internal verification.
<p>Responsible to: SLT Salary range: Salary range: NJC Scale Point 3 - £22,737 (FTE) Actual salary £19,542 Hours: Monday to Friday 8.00 – 4.00 (Term Time only plus training days)</p>





Start Date : ASAP

Applications should be made through My New Term. C.V's will not be accepted.

Closing date: 18th February at 12am. The school reserve the right to appoint before the closing date.

Interview date to be confirmed.

STFS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

